CENTRIA

CCS
INVENTORY CONTROL
USER MANUAL

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GETTING STARTED

GENERAL INFORMATION

Log-on Information: To obtain access to the CCS web application contact Rick Walters, Monday thru Friday, between the hours of 7:00 AM and 4:00 PM EST, at (740) 435-2243.

Website Downtime: Sunday - Friday from 12:05 AM until 12:20 AM Eastern Time, Saturday from 12:05 AM until 1:45 AM Eastern Time. Other planned outages for maintenance will be posted on the site as necessary.

The Timing-Out Feature: There is a feature built into the website that will automatically disconnect the user when there has been no activity on the website for a period of 120 minutes. "No Activity" means that the page has not been refreshed, either by pressing the enter key in certain situations or clicking on a button or link. If the user tries to perform any actions after the disconnect they will be taken directly to the time out screen and instructed to log back in to the application (see Appendix A: Additional Screen Shots for more information).

Printing Documents: There are several documents available for download throughout the CCS web application. The documents are available in one of two formats (or both): PDF and Microsoft Excel. You will need to have the Adobe Acrobat software installed to view the PDF documents. If Adobe Acrobat is not installed on the user's computer, it can be downloaded and installed by clicking here. See Appendix C: Downloading Documents for additional information about opening documents from the CSS application.

DISPLAY SETTINGS AND COMPATIBLE BROWSERS

Recommended Minimum Screen area setting: The recommended minimum screen resolution is 1024 x 768 Pixels. A lower resolution will result in additional scrolling for the user. One way to set this setting (depending on the user's operating system) is to click the Start button, select Settings, and then click on Control Panel. Click on Display, select the Settings tab, and move the Screen Area button to 1024 x 768.

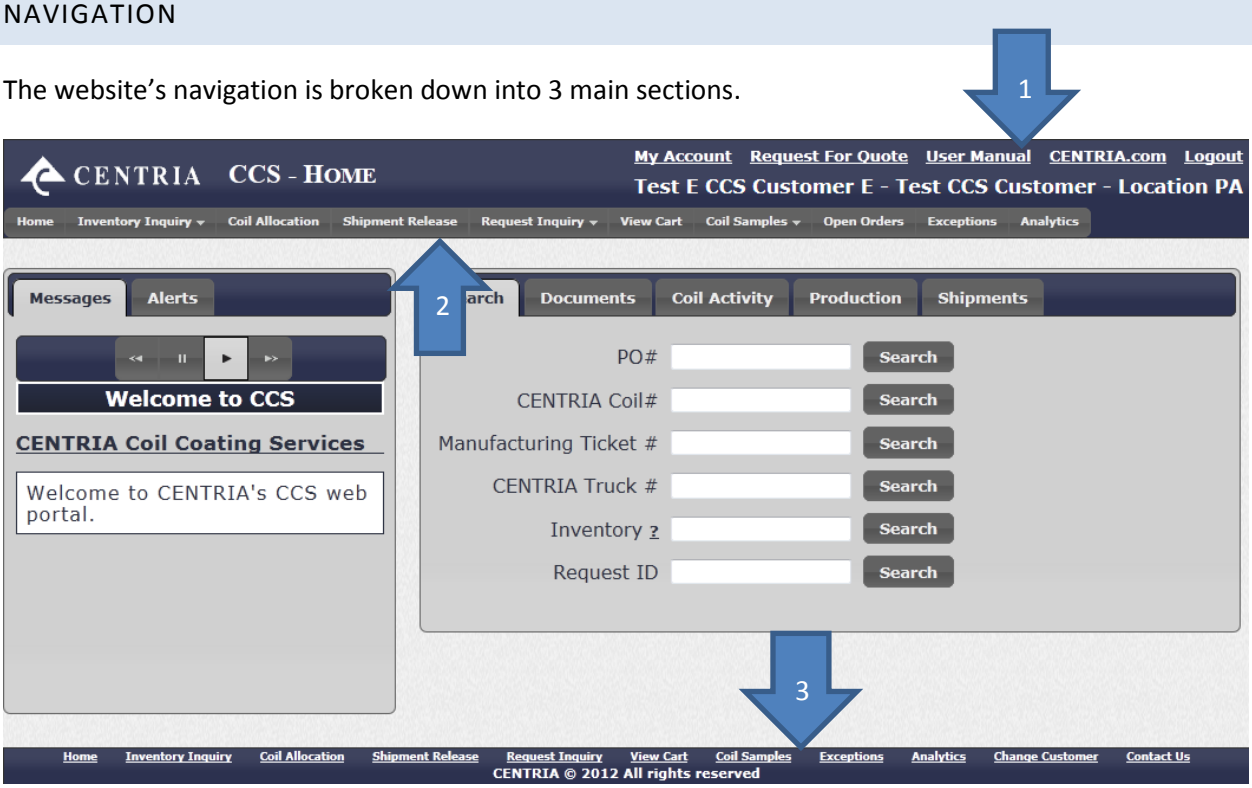
To maximize the viewing area on your monitor: Most web browsers have a feature that let you make maximum use of your monitor. After accessing the CCS Inventory Control Home page, select View and then select Full Screen (or press F11). This will place your browser in full screen mode. To exit full screen mode press F11. For more information on full screen viewing, see the browser's help documentation.

Recommended Web Browsers: The CCS web application is fully supported by the following web browsers: Internet Explorer 9 or higher, Google Chrome 18 or higher, and Mozilla Firefox 10 or higher. The CCS web application has also been tested and is functional in Internet Explorer 8 and older; however, some aesthetic elements will not function properly.

Recommended Browser Settings: It is recommended that users have their browser's Text Size setting set to "Medium". In some browsers this can be changed by selecting View, then Text Size, then selecting Medium. Also, it is recommended that users have their browser's Zoom setting set to "100%". In some browsers this can be changed by selecting View, then Zoom, then 100%. For more information on how to change these settings, view the browser's help documentation.

NAVIGATION

The website's navigation is broken down into 3 main sections.



1: Supplemental Navigation Bar: This navigation bar is used to access the My Account section, Request a Quote, view the User Manual, the CENTRIA website, and logout.

2: Main Navigation Bar: This navigation bar is used to access most of the functions in the website. There are also two items that have sub-menus for quick access to specific pages within that function. The buttons in the Main Navigation Bar include: Home, Inventory Inquiry, Coil Allocation, Shipment Release, Request Inquiry, View Cart, Coil Samples, Open Orders, Exceptions, and Analytics. These functions will be described in more detail later in this manual.

3: Footer Navigation Bar: This navigation bar is also used to access most of the functions in the website. However, the sub-menus are not available in this navigation bar. Some users have an additional link, Change Customer. This link is available to users whose account is linked to multiple customers.

APPLICATION FUNCTIONS

This website was developed to provide our coil coating customers the ability to initiate and track transactions with CENTRIA via the internet. The main functions available from the CENTRIA CCS

Inventory Control website include: Customer Transaction Analysis, Inventory Inquiry, Coil Allocation, Shipment Release, Request Inquiry, Open Orders, and Exceptions.

FUNCTIONS OVERVIEW

CUSTOMER TRANSACTION ANALYSIS (HOME SCREEN)

The CCS Home screen is divided into 2 main tab groups, each of which has several options. The left tab group is used to display messages from CENTRIA to the user as well as display customizable alerts to the user. The right tab group shows an overview of pertinent, real-time information at a quick glance with options to drill down into more detail. Below you will find a brief overview of the sections in the right tab group; a more detailed explanation is available in the Walkthroughs section of this document.

SEARCH

PO #: Accepts a full or partial PO#.

CENTRIA Coil #: Accepts a CENTRIA Coil #. If a match is found, the user will be directed to the Coil History page for that particular coil.

Manufacturing Ticket #: Accepts a Manufacturer's Ticket #. If a match is found, the user will be directed to the Coil History page for that particular coil.

CENTRIA Truck #: Accepts a CENTRIA Truck #. If a match is found, the user will be directed to the Truck Detail page.

Inventory: Accepts either a part number or description and will search both Processed and Unprocessed inventory. A complete or partial part number or description can be entered. The search term must be at least 3 characters long. The user will be directed to a screen displaying the results of their search.

Request ID: Accepts either a Coil Allocation Request ID or a Shipment Release Request ID. If a match is found, the user will be directed to the Coil Allocation Request Inquiry page or Shipment Release Request Inquiry page respectively.

DOCUMENTS

Order Acknowledgement: Accepts a PO # or SO #. If the Acknowledgement document is available, the PDF will be displayed.

Bill Of Lading: Accepts a CENTRIA Truck #. If the Bill Of Lading document is available, the PDF will be displayed.

CENTRIA WO: Accepts a CENTRIA Work Order #. If a match is found, an Inventory Tracking PDF will be displayed.

Coil History: Accepts a CENTRIA Coil # or a Manufacturer's Coil #. If a match is found, a Coil History PDF will be displayed.

COIL ACTIVITY

Coil Receipts: Coils that were received by CENTRIA.

Coil Usage: Coils that have had recent activity.

Coil Sample: Information about coil samples for/from CENTRIA.

PRODUCTION

This tab displays 30 days of the most recent production sorted by Date, PO #, WO #, and Item Description. There is also an option to change the date range displayed in order to view additional production information. The PO # serves as a link to the PO Detail Page and the WO # serves as a link to the WO Detail Page.

SHIPMENTS

This tab displays 30 days of the most recent shipments sorted by Date. There is also an option to change the date range displayed in order to view additional shipments. The Excel Download button will use the date range selected to produce an Excel document listing all of the trucks and the coils on them. See Appendix C: Downloading Documents for additional information about opening Excel documents from the CCS application. The Truck number serves as a link to the Shipment Inquiry page.

INVENTORY INQUIRY

The purpose of this function is to allow our customers to view their Inventory on-line, directly from the CENTRIA Business System (CBS). The Inventory Inquiry function provides two views of the coil inventory: Processed and Unprocessed. Processed Inventory includes those coils that have had some type of "activity" done at CENTRIA, such as painting, slitting, embossing, etc. Unprocessed Inventory generally includes bare coils, or coils with no activity.

When the Inventory Inquiry function is selected, the user will have the option to view either the Processed or Unprocessed Inventory. There are two levels of detail available under each Inventory view: Summary and Detail. This structure is also followed in the Coil Allocation and Shipment Release functions.

The Summary Level page sorts inventory by coil gauge and width. Generally, there will be one Item # per gauge and width combination. However, if the Item # is inventoried at more than one CENTRIA location (Whse\Plant), multiple records for the Item # may appear. The Summary Level records show the total Good Quantity (pounds) for the Item # at the specified location, as well as the total Reject Quantity, Hold Quantity, and Active Quantity. Clicking on the View Detail link for a particular Item # accesses the Detail Level page.

The Detail Level page shows the individual coils that make up the inventory for the Item # selected from the Summary Level page. The detail level (coil) information is sorted by Slit Width and CENTRIA Coil Tag. Other information related to the individual coils is also displayed.

There are two additional buttons on both the Processed and Unprocessed Summary Level page. The Download Summary button allows the user to download inventory information at the Summary Level in an Excel document. The Download Detail button allows the user to download at the Detail Level in an Excel document. See Appendix C: Downloading Documents for additional information about opening Excel documents.

Below the download buttons, there is a search box that lets the user search the selected inventory type on a complete or partial part number or description. The search term must be at least 3 characters long.

If a more general search is needed of both Processed and Unprocessed Inventory, there is an Inventory search page that can be accessed through a sub-menu on the Main Navigation Bar. This page will search both Processed and Unprocessed inventory based on a complete or partial part number or description. The search term must be at least 3 characters long. Clicking on the View Detail link for a particular search result will access the Detail Level page for that Item #.

COIL ALLOCATION OVERVIEW

The purpose of this function is to allow customers to allocate specific coils to a CENTRIA Sales Order.

The CENTRIA Order Acknowledgement document contains all the information needed by the customer to perform this function. Order Acknowledgement documents are printed and mailed every Monday. They can also be printed from the CCS Home screen. On this document, the customer will find the Order Number, the Line #, the coil gauge and width, the Item #, and the inventory "View" needed to access the information.

When the Coil Allocation function is selected, the Unprocessed Inventory Summary Level page is initially displayed (Clicking the Processed button will allow the user to change the Inventory View). The user must enter a CENTRIA Sales Order # and Line # then click on the associated View Detail link. If the information is not entered or is invalid an error message will display. When valid data is entered the Detail Level page will display.

On the Detail Level page the user will see all the individual coils for the Item # selected. On the left side of each coil record either a selection box or an icon will appear. A selection box indicates that the coil is available to allocate. A Factory Icon indicates that the coil has current request activity and cannot be allocated.

There are three buttons on the Coil Allocation Detail Level page: Cancel & Reselect, Update Totals, and Update & Finalize Request. Cancel & Reselect will allow the user to cancel and restart the request. Update Totals will refresh the page, showing the number of coils selected and their total weight. Update & Finalize Request will take the customer to the page that allows them to enter Special Instructions.

When the Submit Finalized Request button is clicked an e-mail with a Request Confirmation document will be sent to the customer and to the customer's CCS Customer Service Representative.

SHIPMENT RELEASE OVERVIEW

The purpose of this function is to allow the user to release coils for shipment.

When the Shipment Release function is selected, an alphabetical list of all the Customer's Ship-to Addresses that exist in the CENTRIA Business System will display. A Ship-to Address must be selected to continue and finalize your request. If you cannot find the Ship-to Address you need, click on the Cancel button and contact your CENTRIA Customer Service representative. If a particular Ship-to Address is no longer valid, click the X in the corner of the address box. This will notify customer service who can then remove the address.

Once the ship-to destination is selected, the Processed Inventory Summary Level page will display (clicking the Unprocessed button will allow the user to change the Inventory View). Use the Summary Level data to find the desired Item # and click on the associated View Detail link to see the individual coils that make up that Item #.

On the Detail Level page the user will see all the individual coils for the Item # selected. On the left side of the page either a selection box or an icon will appear. A selection box indicates that the coil is available to allocate. A Truck Icon indicates that the coil has current request activity and cannot be selected for shipment.

There are five buttons on the Shipment Release Detail Level screen: Back, Cancel & Reselect, Update Totals, Update & Select New Item, and Update & Finalize. Back will return the user to the Shipment Summary screen, leaving all updates to the request since the last time Update Totals was clicked. Cancel & Reselect will remove all coils for that make up the selected Item # from the request and return the user to the Shipment Release Summary screen. Update Totals will refresh the page, showing the number of coils selected and their total weight. Update & Select New Item will add the coils selected to the request and return the user to the Shipment Release Summary screen so that another Item # can be selected. Update & Finalize Request will take the user to the page that allows them to enter Special Instructions and then submit the final request.

When the Submit Finalized Request button is clicked and e-mail with a Request Confirmation document will be sent to the customer and to the CENTRIA Shipping Representative.

REQUEST INQUIRY OVERVIEW

The purpose of this function is to allow the customer to view the status of all requests entered in the system.

On the initial Request Inquiry page, three buttons are available: Coil Allocation Request Status, Shipment Release Request Status, and Reject Disposition Request Status. The user can also access one of the Request Status pages directly using a sub-menu on the Main Navigation Bar.

When any of the buttons are clicked, the Active Request Summary Level page for the selected operation is displayed. If no Active Requests exist, a message is displayed. The user can toggle between Active and Closed Request using the button respective buttons. The user can also switch to the other two operations using the buttons.

When a request exists the Summary Level data table will display. When the View Detail link is clicked next to the desired Request ID the Request Detail Level page will display. The Detail Level page shows all the information related to the particular request selected.

For Request Details the Request ID is displayed at the top followed by Operation specific information and finally the special instructions for that request. Below that a grid containing the coil details is visible, which displays the coil part number, vendor and CENTRIA coil numbers, and other Operation specific coil information.

For the Coil Allocation Request Status and the Shipment Release Request Status, all coils on the requests have associated status codes. The status codes indicate the Date and Time that particular step was completed. These include:

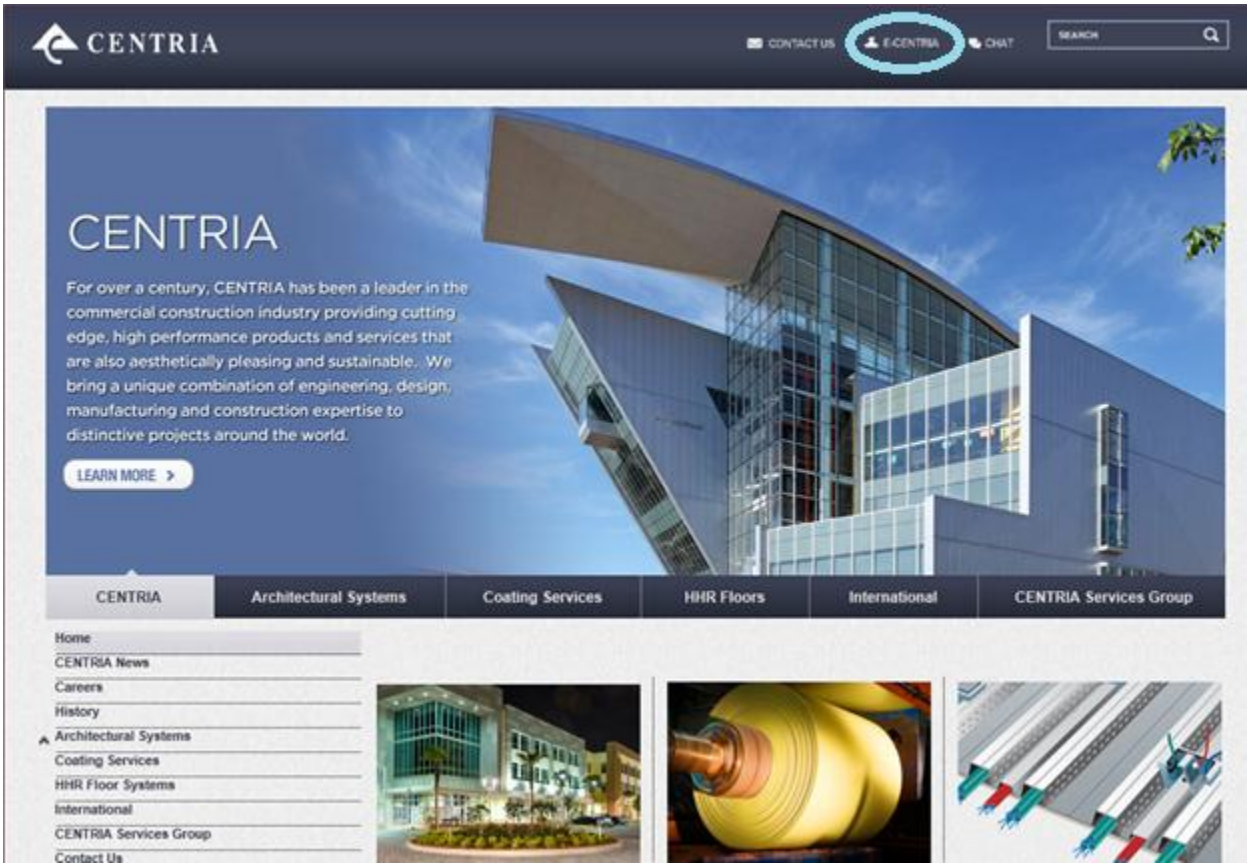
Requested Date & Time: when the customer submitted the final request
Picked Date & Time: when CENTRIA began the request
Closed Date & Time: when CENTRIA completed the request
Cancelled Date & Time: when CENTRIA cancelled the request
(Reject Disposition does not include a “Picked” status)

On the Detail Level page, the customer has the ability to view the Special Instructions that may have been entered on the request.

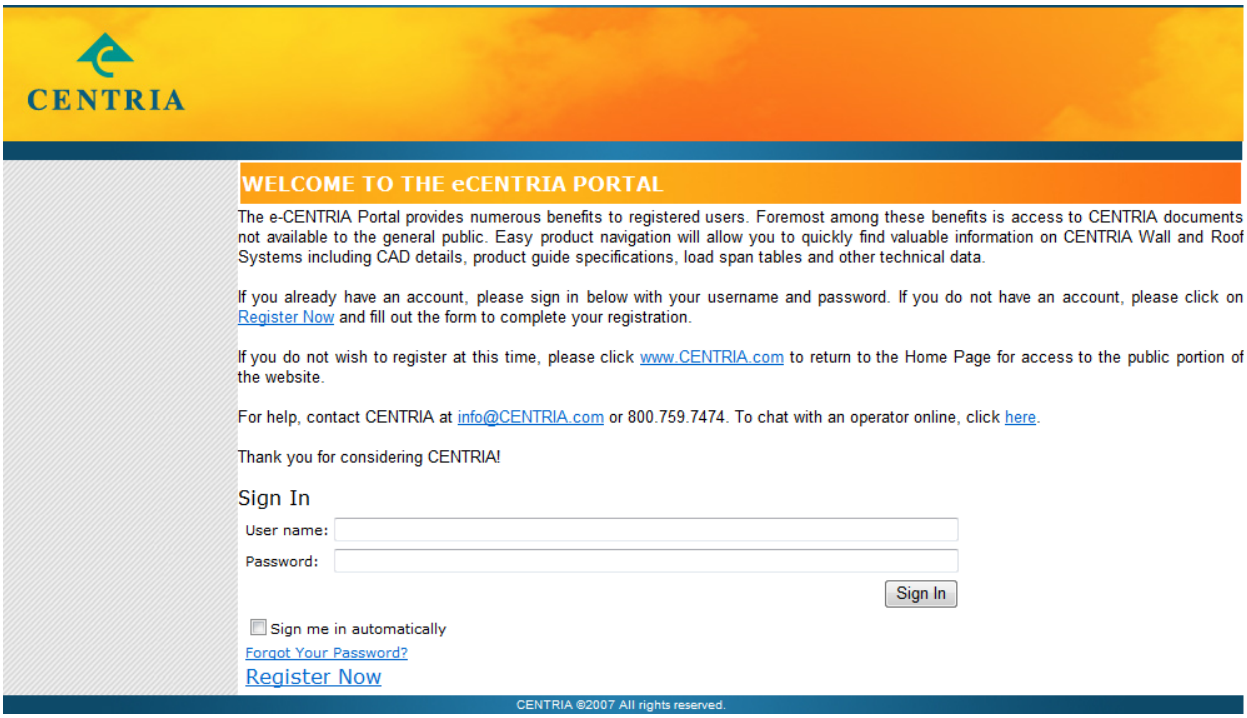
WALKTHROUGHS

THE CENTRIA PORTAL AND ACCESSING CCS

In order to access the CCS web application you must have access to the eCENTRIA Portal. In your web browser navigate to www.CENTRIA.com. That will take you to CENTRIA's home page. To access the eCENTRIA Portal, click the E-CENTRIA link at the top of the page.

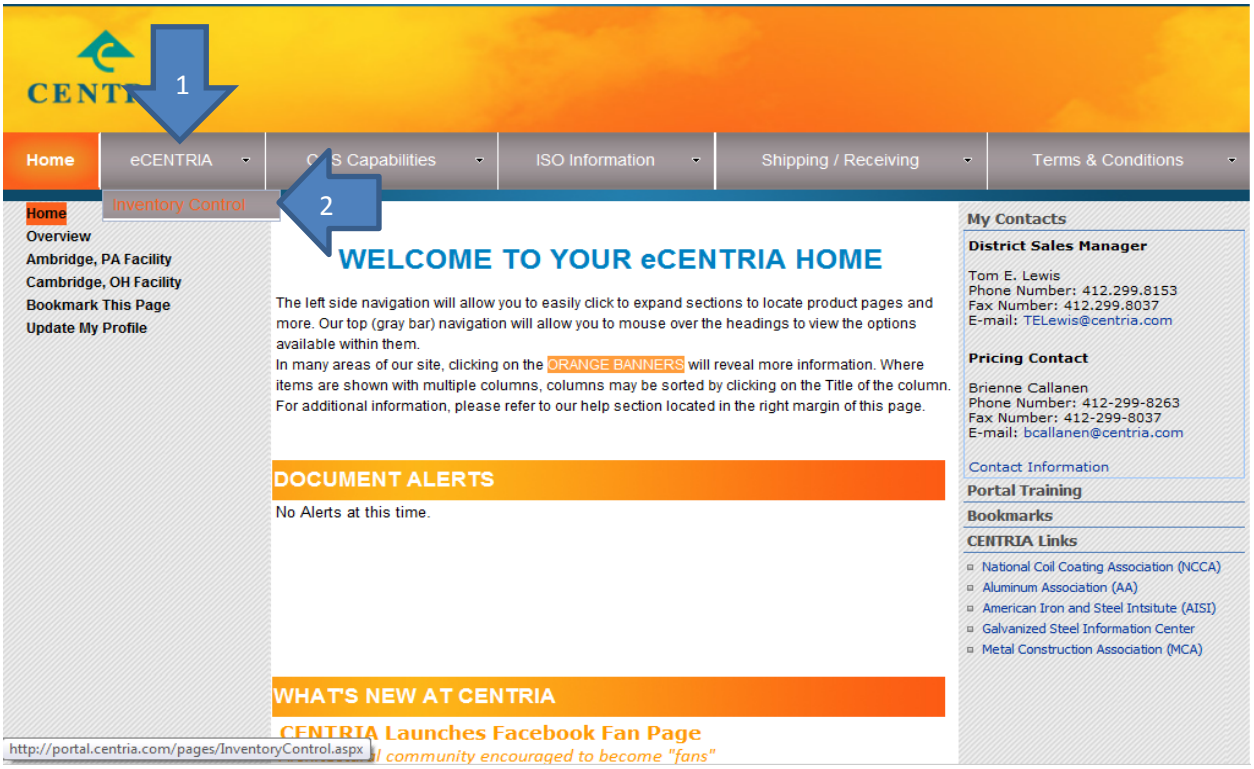


Next, you must log into the eCENTRIA Portal by entering your User name and Password.

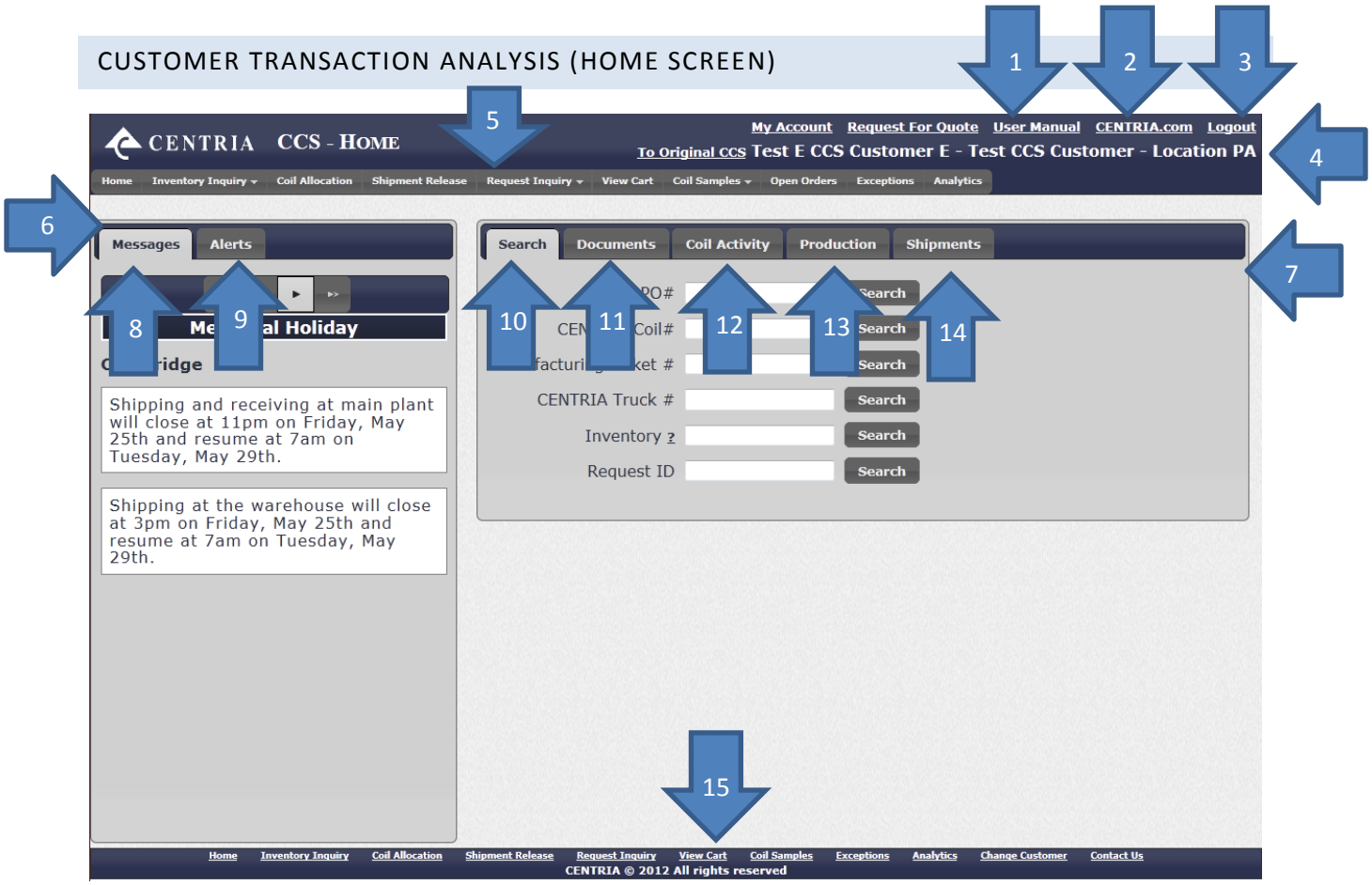


If you have any trouble logging in, or, if the website does not seem to be responding, please contact Rick Walters at: (740) 435-2243, M-F, between 7:00AM & 4:00PM EST.

To get to the CCS web application point to the eCENTRIA button at the top (1). A sub-menu will appear. In the sub-menu select Inventory Control (2).



CUSTOMER TRANSACTION ANALYSIS (HOME SCREEN)



Refer to the numbered arrows above to locate the following:

1: User Manual: Download a copy of the CCS User Manual

2: CENTRIA.com: Opens the CENTRIA home page in a new window

3: Logout: Logs out of CCS and closes the browser window

4: Customer Bar: Displays the customer's name and company

5: Main Navigation Bar: Navigation bar used to access most of the functions in the website

6: Left Tab Group: Contains the Messages and Alerts tabs

7: Right Tab Group: Contains an overview of pertinent, real-time information

8: Messages: Messages tab contains important message and information from CENTRIA

9: Alerts: Alerts tab contains user defined alerts such as the number of shipments in the past 5 days

10: Search: PO#, CENTRIA Coil #, Manufacturing Ticket #, CENTRIA Truck #, Inventory, and Request ID

11: Documents: Order Acknowledgement, Bill of Lading, CENTRIA WO, Coil History

12: Coil Activity: Coil Receipts, Coil Sample, and Coil Usage

13: Production: Shows the most recent production information and a date range search

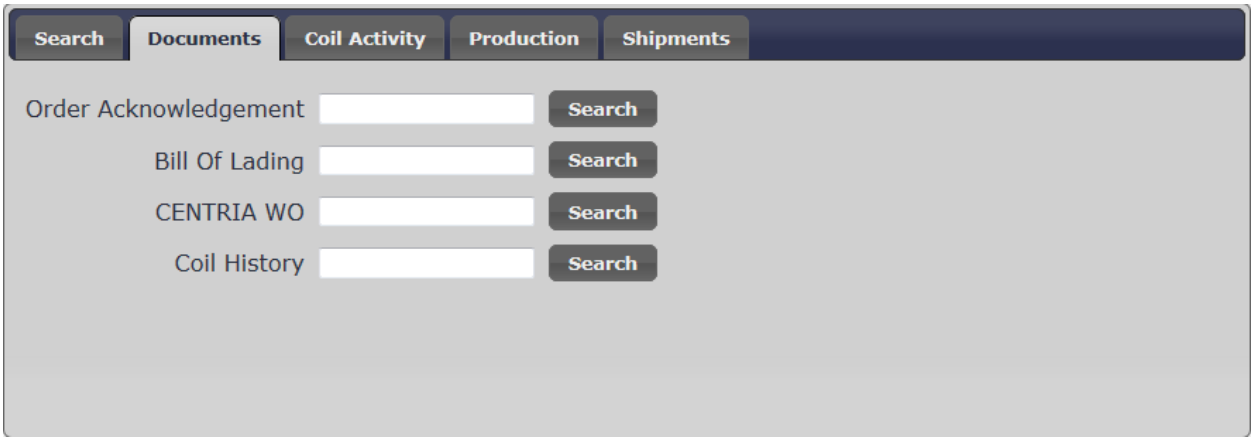
14: Shipments: Shows the most recent shipments and a date range search

15: Footer Navigation Bar: Additional navigation bar used to access most of the functions in the website

SEARCH TAB

See the Search section of the overview for an explanation of each available search.

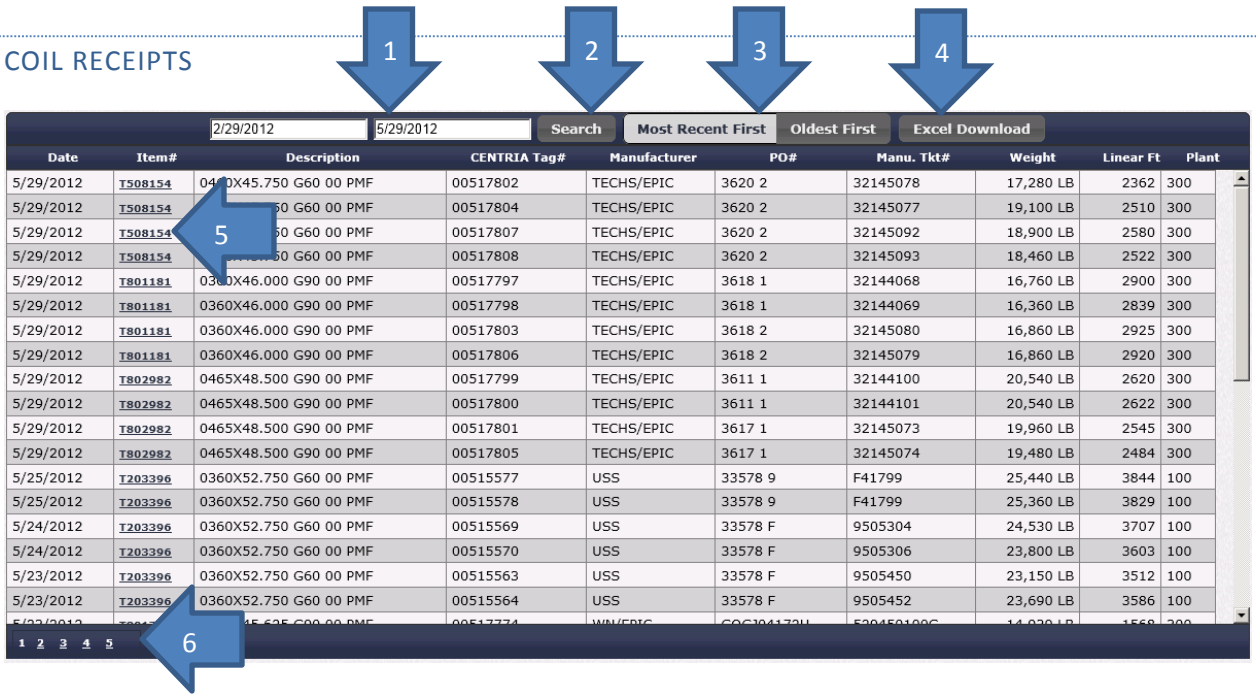
DOCUMENTS



See the Documents section of the overview for an explanation of each available document.

COIL ACTIVITY

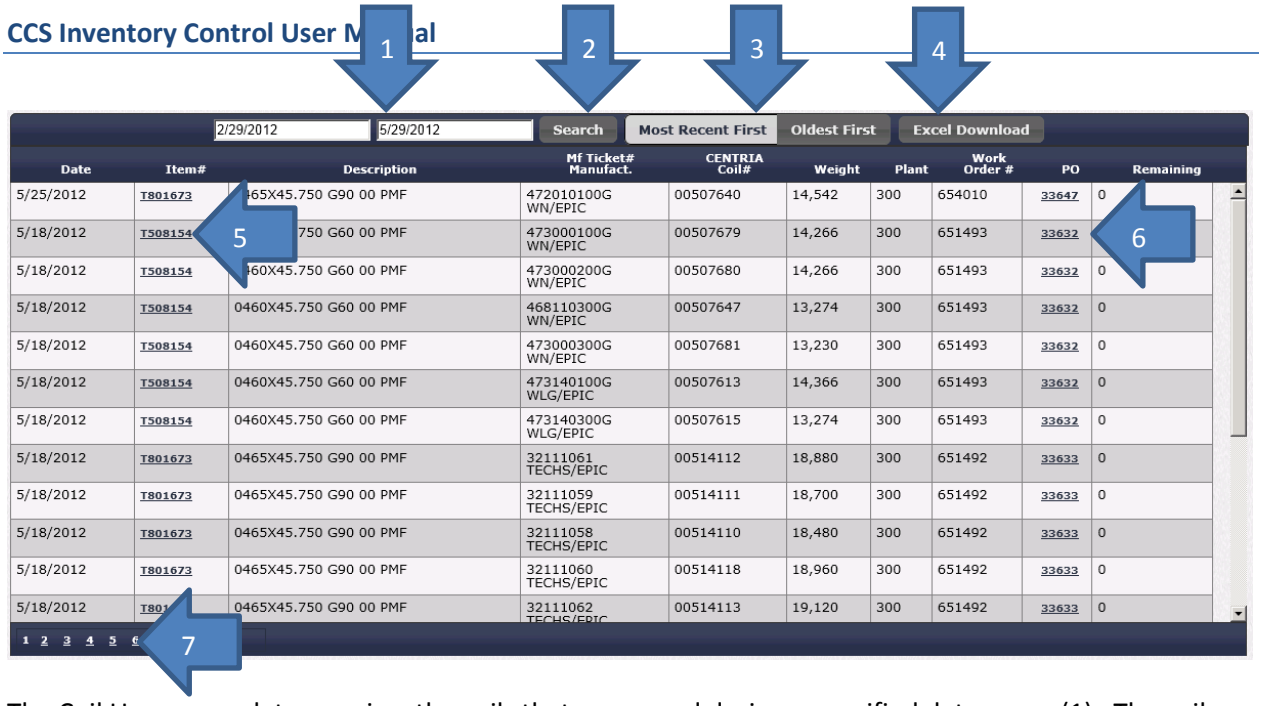
COIL RECEIPTS



Date	Item#	Description	CENTRIA Tag#	Manufacturer	PO#	Manu. Tkt#	Weight	Linear Ft	Plant
5/29/2012	T508154	0460X45.750 G60 00 PMF	00517802	TECHS/EPIC	3620 2	32145078	17,280 LB	2362	300
5/29/2012	T508154	[illegible]60 G60 00 PMF	00517804	TECHS/EPIC	3620 2	32145077	19,100 LB	2510	300
5/29/2012	T508154	[illegible]60 G60 00 PMF	00517807	TECHS/EPIC	3620 2	32145092	18,900 LB	2580	300
5/29/2012	T508154	[illegible]60 G60 00 PMF	00517808	TECHS/EPIC	3620 2	32145093	18,460 LB	2522	300
5/29/2012	T801181	0360X46.000 G90 00 PMF	00517797	TECHS/EPIC	3618 1	32144068	16,760 LB	2900	300
5/29/2012	T801181	0360X46.000 G90 00 PMF	00517798	TECHS/EPIC	3618 1	32144069	16,360 LB	2839	300
5/29/2012	T801181	0360X46.000 G90 00 PMF	00517803	TECHS/EPIC	3618 2	32145080	16,860 LB	2925	300
5/29/2012	T801181	0360X46.000 G90 00 PMF	00517806	TECHS/EPIC	3618 2	32145079	16,860 LB	2920	300
5/29/2012	T802982	0465X48.500 G90 00 PMF	00517799	TECHS/EPIC	3611 1	32144100	20,540 LB	2620	300
5/29/2012	T802982	0465X48.500 G90 00 PMF	00517800	TECHS/EPIC	3611 1	32144101	20,540 LB	2622	300
5/29/2012	T802982	0465X48.500 G90 00 PMF	00517801	TECHS/EPIC	3617 1	32145073	19,960 LB	2545	300
5/29/2012	T802982	0465X48.500 G90 00 PMF	00517805	TECHS/EPIC	3617 1	32145074	19,480 LB	2484	300
5/25/2012	T203396	0360X52.750 G60 00 PMF	00515577	USS	33578 9	F41799	25,440 LB	3844	100
5/25/2012	T203396	0360X52.750 G60 00 PMF	00515578	USS	33578 9	F41799	25,360 LB	3829	100
5/24/2012	T203396	0360X52.750 G60 00 PMF	00515569	USS	33578 F	9505304	24,530 LB	3707	100
5/24/2012	T203396	0360X52.750 G60 00 PMF	00515570	USS	33578 F	9505306	23,800 LB	3603	100
5/23/2012	T203396	0360X52.750 G60 00 PMF	00515563	USS	33578 F	9505450	23,150 LB	3512	100
5/23/2012	T203396	0360X52.750 G60 00 PMF	00515564	USS	33578 F	9505452	23,690 LB	3586	100
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

The Coil Receipts page lets you view the coils that were received during a specified date range (1). The coils can be listed from most recent to oldest or oldest to most recent. Enter the desired dates in the date range boxes (1) and then hit Search (2) to view the coils that were received. In order to change the sort order, click the desired sort direction (3) then click the search button (2). Only a limited number of records are displayed on the screen at a time. Use the pager at the bottom of the grid (6) to switch the page of data for the selected date range. Changing one of the dates in the date range selection (1) will cause the grid to return to the first page of data. An Excel download of the receipts during the specified date range is also available (4). The Item # (5) can be used to go to the Inventory Detail page for the item selected.

COIL USAGE



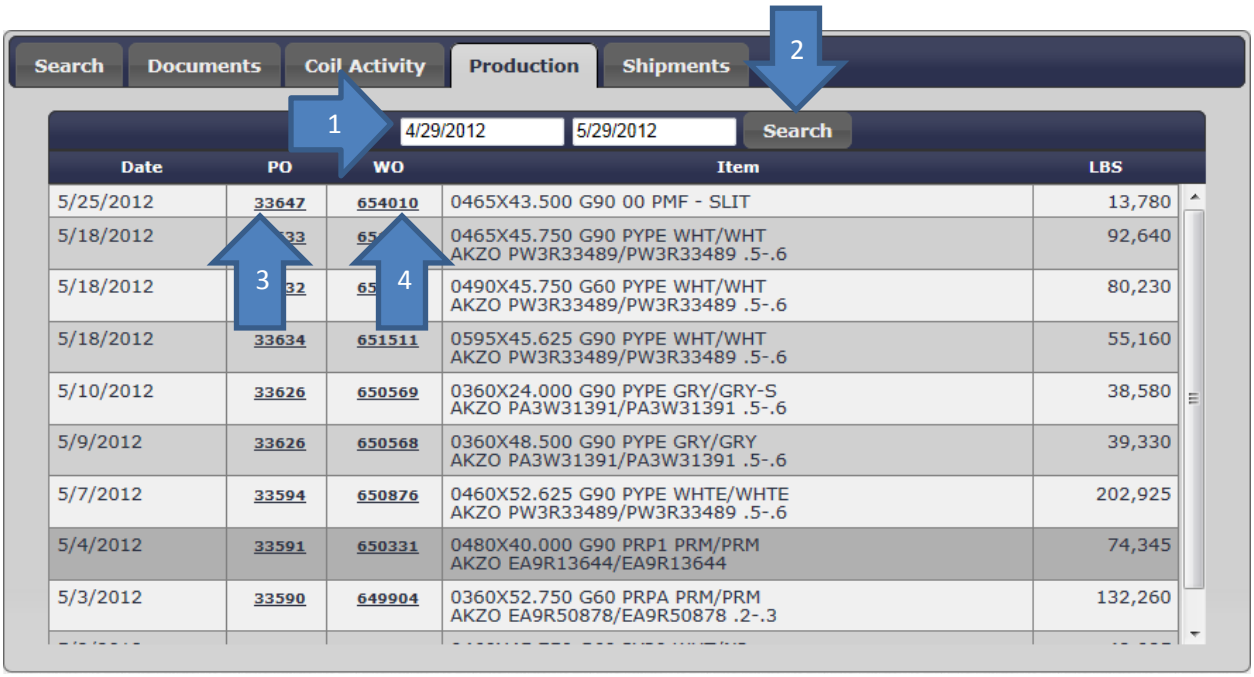
Date	Item#	Description	Mf Ticket# Manufact.	CENTRIA Coil#	Weight	Plant	Work Order #	PO	Remaining
5/25/2012	T801673	465X45.750 G90 00 PMF	472010100G WN/EPIC	00507640	14,542	300	654010	33647	0
5/18/2012	T508154	750 G60 00 PMF	473000100G WN/EPIC	00507679	14,266	300	651493	33632	
5/18/2012	T508154	460X45.750 G60 00 PMF	473000200G WN/EPIC	00507680	14,266	300	651493	33632	0
5/18/2012	T508154	0460X45.750 G60 00 PMF	468110300G WN/EPIC	00507647	13,274	300	651493	33632	0
5/18/2012	T508154	0460X45.750 G60 00 PMF	473000300G WN/EPIC	00507681	13,230	300	651493	33632	0
5/18/2012	T508154	0460X45.750 G60 00 PMF	473140100G WLG/EPIC	00507613	14,366	300	651493	33632	0
5/18/2012	T508154	0460X45.750 G60 00 PMF	473140300G WLG/EPIC	00507615	13,274	300	651493	33632	0
5/18/2012	T801673	0465X45.750 G90 00 PMF	32111061 TECHS/EPIC	00514112	18,880	300	651492	33633	0
5/18/2012	T801673	0465X45.750 G90 00 PMF	32111059 TECHS/EPIC	00514111	18,700	300	651492	33633	0
5/18/2012	T801673	0465X45.750 G90 00 PMF	32111058 TECHS/EPIC	00514110	18,480	300	651492	33633	0
5/18/2012	T801673	0465X45.750 G90 00 PMF	32111060 TECHS/EPIC	00514118	18,960	300	651492	33633	0
5/18/2012	T801	0465X45.750 G90 00 PMF	32111062 TECHS/EPIC	00514113	19,120	300	651492	33633	0

1 2 3 4 5 6

The Coil Usage page lets you view the coils that were used during a specified date range (1). The coils can be listed from most recent to oldest or oldest to most recent. Enter the desired dates in the date range boxes (1) and then hit Search (2) to view the coils that were received. In order to change the sort order, click the desired sort direction (3) then click the search button (2). Only a limited number of records are displayed on the screen at a time. Use the pager at the bottom of the grid (7) to switch the page of data for the selected date range. Changing one of the dates in the date range selection (1) will cause the grid to return to the first page of data. An Excel download of the receipts during the specified date range is also available (4). The Item # (5) can be used to go to the Inventory Detail page for the item selected. The PO number (6) can be used to go to the Purchase Order Summary screen.

PRODUCTION

A thirty day range of the most recent production will be displayed when the home screen loads. The date range can be changed and the grid can be updated by using the Search button.



Refer to the numbered arrows above to locate the following:

1: Date Range: Date range of the data displayed in the grid

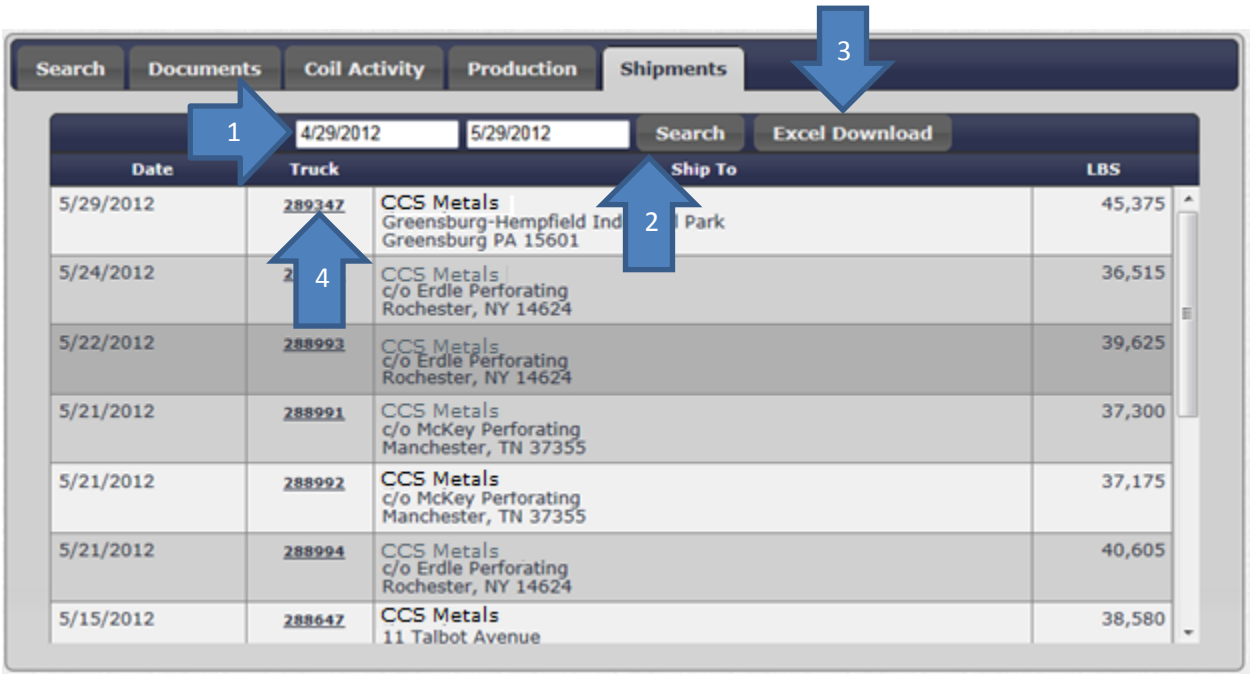
2: Search Button: Search button is used to update the data based on the dates selected in the date range boxes

3: PO: The PO number serves as a link to the PO Summary page (see the Production Walkthrough for more information about the PO Summary page)

4: WO: The WO number serves as a link to the Work Order Summary page

SHIPMENTS

A thirty day range of the most recent shipments will be displayed when the home screen loads. The date range can be changed and the grid can be updated by using the Search button. There is also an option to download an Excel file detailing the shipments during the selected date range.



Refer to the numbered arrows above to locate the following:

1: Date Range: Date range of the data displayed in the grid

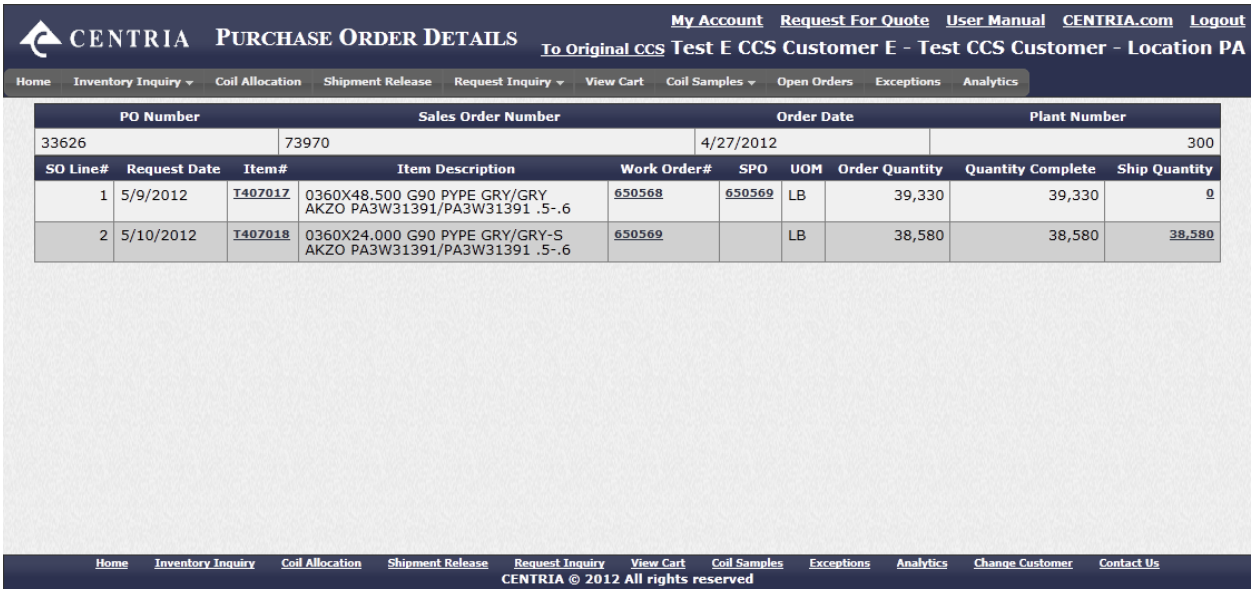
2: Search Button: Search button is used to update the data based on the dates selected in the date range boxes

3: Excel Download: Generates an Excel document listing the shipments during the selected date range and the coils on each shipment (see Appendix C: Downloading Documents for additional information about opening documents)

4: Truck Number: The truck number serves as a link to the Shipment Inquiry page

PRODUCTION

PO SUMMARY



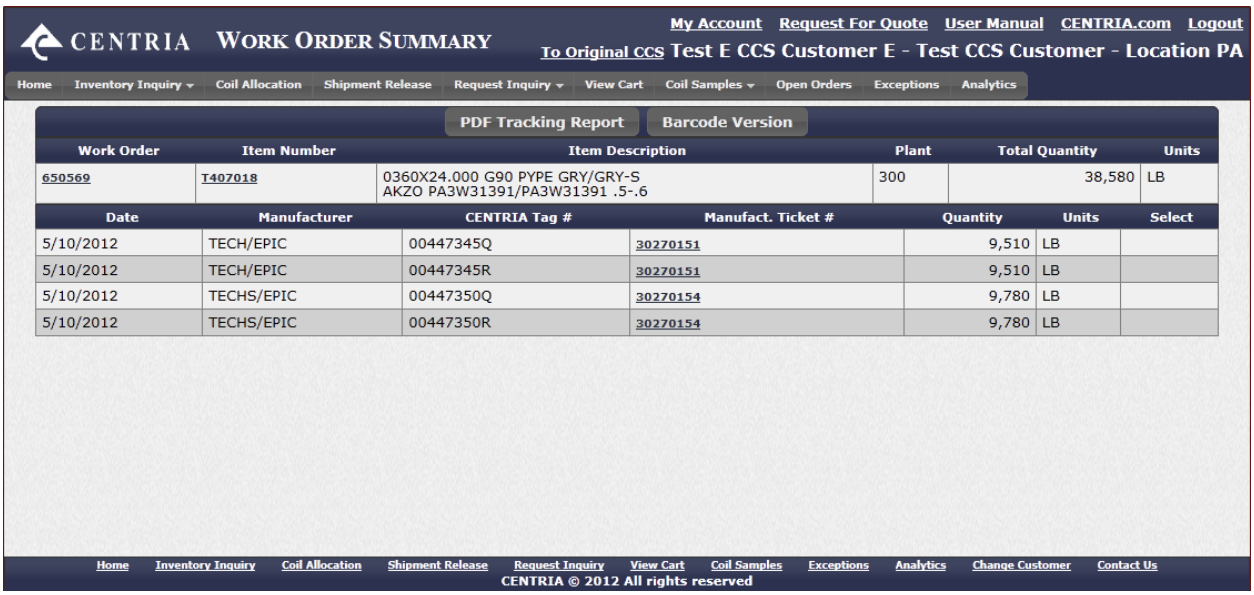
PO Number	Sales Order Number	Order Date	Plant Number
33626	73970	4/27/2012	300

SO Line#	Request Date	Item#	Item Description	Work Order#	SPO	UOM	Order Quantity	Quantity Complete	Ship Quantity
1	5/9/2012	T407017	0360X48.500 G90 PYPE GRY/GRY AKZO PA3W31391/PA3W31391 .5-.6	650568	650569	LB	39,330	39,330	0
2	5/10/2012	T407018	0360X24.000 G90 PYPE GRY/GRY-S AKZO PA3W31391/PA3W31391 .5-.6	650569		LB	38,580	38,580	38,580

PO Summary Notes:

- The header lists the PO#, SO, Order Date and Plant
- If an Order Acknowledgement exists for the SO a “PDF Order Acknowledgement” button is displayed that will open the document (see Appendix C: Downloading Documents)
- The Item # links to the Inventory Detail page
- The WO links to the Work Order Summary page
- If shipments were made, the Ship Quantity links to the Shipment Summary page
- An SPO (Secondary Processing Order) column will be displayed if there is an SPO for that SO Line number

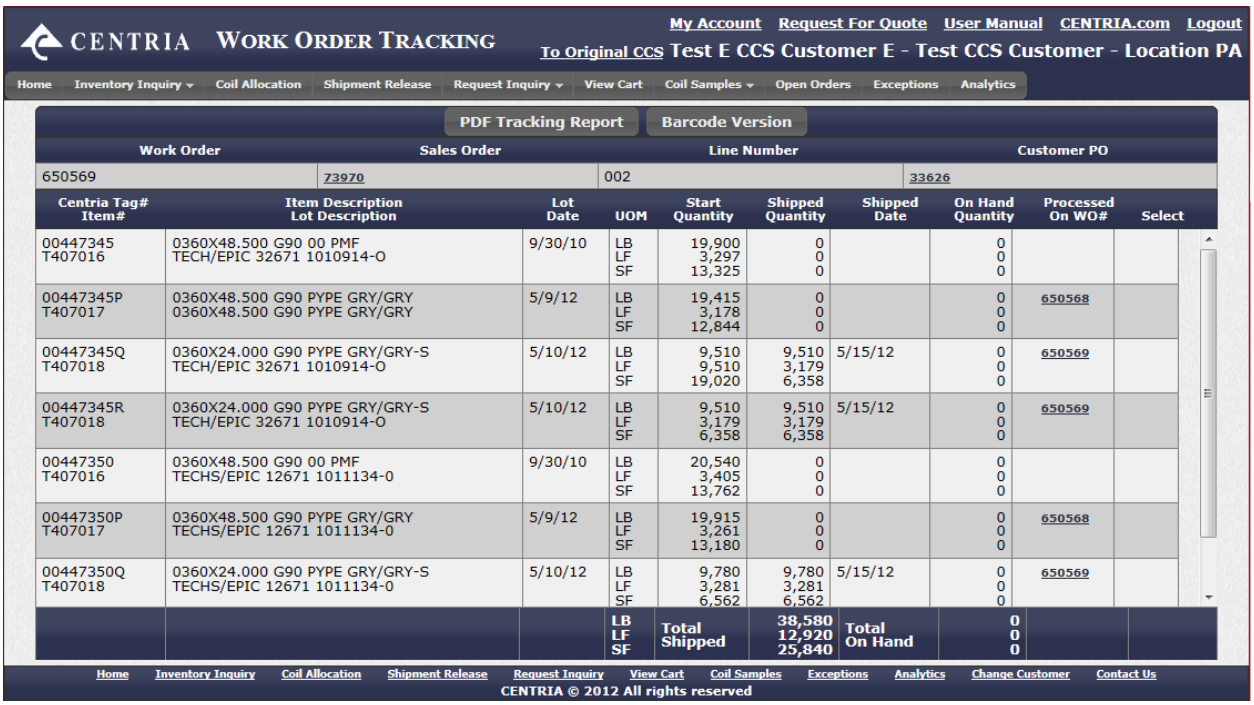
WORK ORDER SUMMARY



Work Order Summary Notes:

- The WO link in the header links to the Work Order Tracking page
- The Item # links to the Inventory Detail page
- The detail information consists of each coil consumed on the selected WO
- The Manufacturer Ticket # links to the Coil History page
- A PDF version of the Work Order Tracking can be downloaded using the "PDF Tracking Report" button (see Appendix C: Downloading Documents)
- A barcoded version of the Work Order Tracking report is also available for download using the "Barcode Version" button (see Appendix C: Downloading Documents)

WORK ORDER TRACKING



CENTRIA WORK ORDER TRACKING

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Home | Inventory Inquiry | Coil Allocation | Shipment Release | Request Inquiry | View Cart | Coil Samples | Open Orders | Exceptions | Analytics

PDF Tracking Report | Barcode Version

Work Order	Sales Order	Line Number	Customer PO
650569	73970	002	33626

Centria Tag# Item#	Item Description Lot Description	Lot Date	UOM	Start Quantity	Shipped Quantity	Shipped Date	On Hand Quantity	Processed On WO#	Select
00447345 T407016	0360X48.500 G90 00 PMF TECH/EPIC 32671 1010914-O	9/30/10	LB LF SF	19,900 3,297 13,325	0 0 0		0 0 0		
00447345P T407017	0360X48.500 G90 PYPE GRY/GRY 0360X48.500 G90 PYPE GRY/GRY	5/9/12	LB LF SF	19,415 3,178 12,844	0 0 0		0 0 0	650568	
00447345Q T407018	0360X24.000 G90 PYPE GRY/GRY-S TECH/EPIC 32671 1010914-O	5/10/12	LB LF SF	9,510 9,510 19,020	9,510 3,179 6,358	5/15/12	0 0 0	650569	
00447345R T407018	0360X24.000 G90 PYPE GRY/GRY-S TECH/EPIC 32671 1010914-O	5/10/12	LB LF SF	9,510 3,179 6,358	9,510 3,179 6,358	5/15/12	0 0 0	650569	
00447350 T407016	0360X48.500 G90 00 PMF TECHS/EPIC 12671 1011134-0	9/30/10	LB LF SF	20,540 3,405 13,762	0 0 0		0 0 0		
00447350P T407017	0360X48.500 G90 PYPE GRY/GRY TECHS/EPIC 12671 1011134-0	5/9/12	LB LF SF	19,915 3,261 13,180	0 0 0		0 0 0	650568	
00447350Q T407018	0360X24.000 G90 PYPE GRY/GRY-S TECHS/EPIC 12671 1011134-0	5/10/12	LB LF SF	9,780 3,281 6,562	9,780 3,281 6,562	5/15/12	0 0 0	650569	
			LB LF SF	Total Shipped	38,580 12,920 25,840	Total On Hand	0 0 0		

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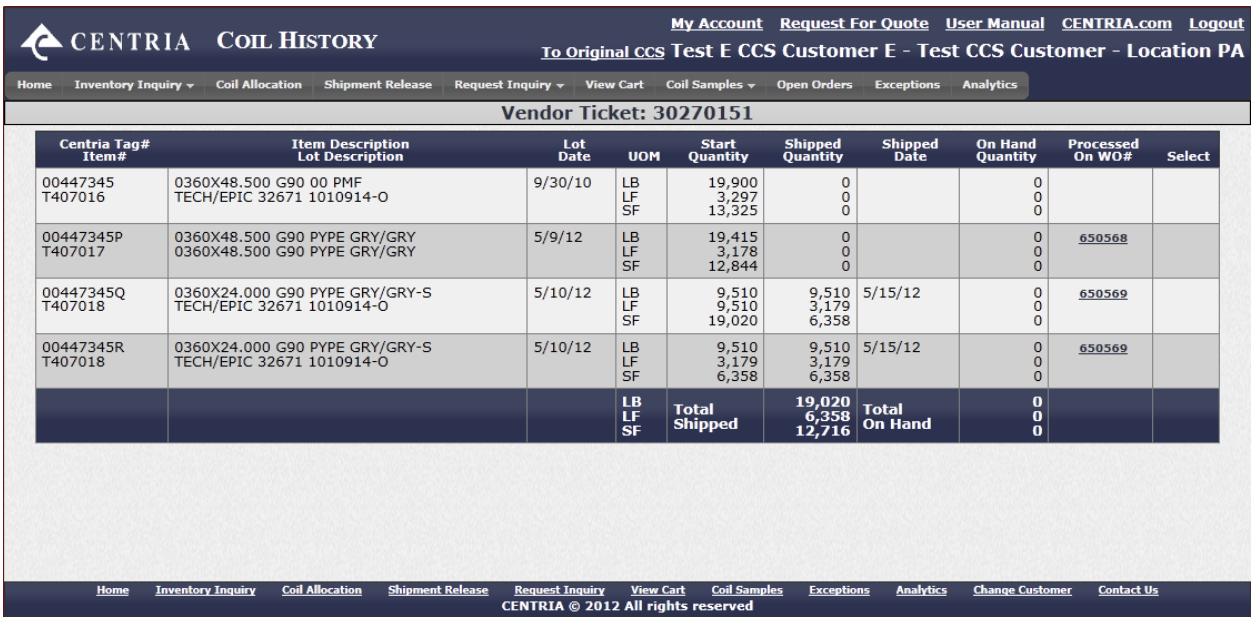
Work Order Tracking Notes:

- The PO# link in the header links to the PO Summary page
- If an Order Acknowledgement exists for the SO a "PDF Order Acknowledgement" button is displayed that will open the document (see Appendix C: Downloading Documents)
- The details section lists all coils consumed on the WO as well as the entire coil history, including Processed on WO
- The Processed On WO links to the Work Order Summary
- The Slit Width column will be displayed if there is a slit width on at least one coil
- The Reject Information column will be displayed if there is a reject quantity found on at least one coil
- A PDF version of the Work Order Tracking can be downloaded using the "PDF Tracking Report" button (see Appendix C: Downloading Documents)
- A barcoded version of the Work Order Tracking report is also available for download using the "Barcode Version" button (see Appendix C: Downloading Documents)
- If a coil has been shipped, the truck number will appear in the Select column and link to the Electronic Bill Of Lading if it is available (see Appendix C: Downloading Documents)

COIL HISTORY



CENTRIA COIL HISTORY

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To Original CCS Test E CCS Customer E - Test CCS Customer - Location PA

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Vendor Ticket: 30270151

Centria Tag# Item#	Item Description Lot Description	Lot Date	UOM	Start Quantity	Shipped Quantity	Shipped Date	On Hand Quantity	Processed On WO#	Select
00447345 T407016	0360X48.500 G90 00 PMF TECH/EPIC 32671 1010914-O	9/30/10	LB LF SF	19,900 3,297 13,325	0 0 0		0 0 0		
00447345P T407017	0360X48.500 G90 PYPE GRY/GRY 0360X48.500 G90 PYPE GRY/GRY	5/9/12	LB LF SF	19,415 3,178 12,844	0 0 0		0 0 0	650568	
00447345Q T407018	0360X24.000 G90 PYPE GRY/GRY-S TECH/EPIC 32671 1010914-O	5/10/12	LB LF SF	9,510 9,510 19,020	9,510 3,179 6,358	5/15/12	0 0 0	650569	
00447345R T407018	0360X24.000 G90 PYPE GRY/GRY-S TECH/EPIC 32671 1010914-O	5/10/12	LB LF SF	9,510 3,179 6,358	9,510 3,179 6,358	5/15/12	0 0 0	650569	
			LB LF SF	Total Shipped	19,020 6,358 12,716	Total On Hand	0 0 0		

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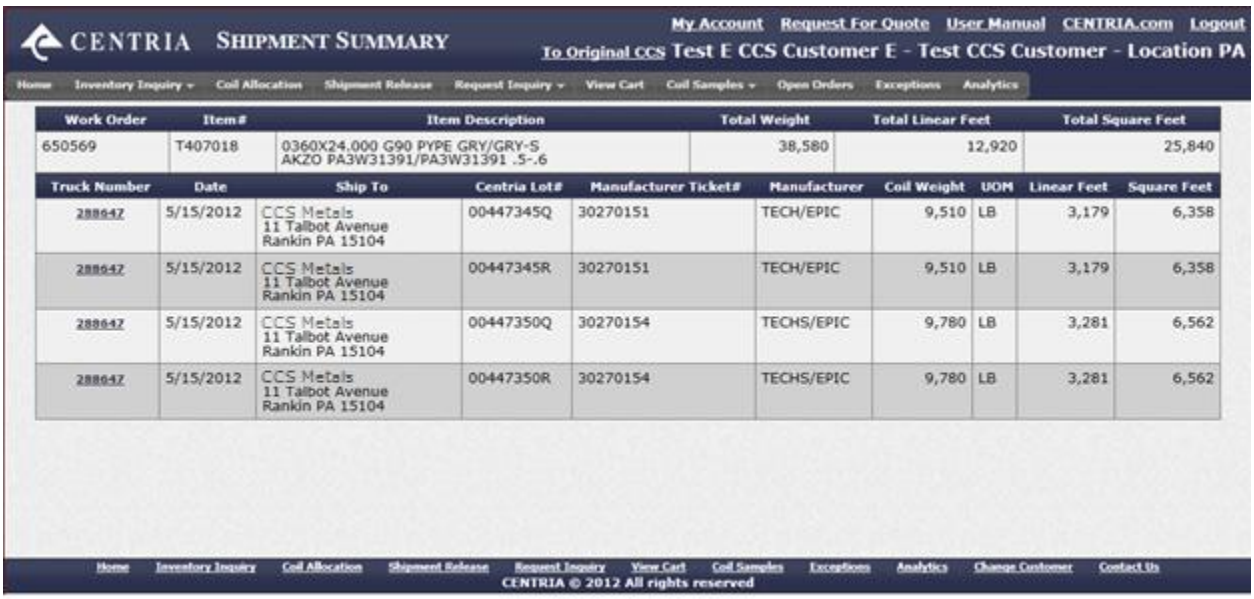
Coil History Notes:

- This page shows a single coil and any slit coils from the parent coils
- The Processed On WO links to the Work Order Summary page
- If a coil has been shipped, the truck number will appear in the Select column and link to the Electronic Bill Of Lading if it is available
- The Slit Width column will be displayed if there is a slit width on at least one coil
- The Reject Information column will be displayed if there is a reject quantity found on at least one coil

SHIPMENT SUMMARY



CENTRIA SHIPMENT SUMMARY

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To Original CCS Test E CCS Customer E - Test CCS Customer - Location PA

Home Inventory Inquiry Coil Allocation Shipment Release Request Inquiry View Cart Coil Samples Open Orders Exceptions Analytics

Work Order	Item#	Item Description	Total Weight	Total Linear Feet	Total Square Feet
650569	T407018	0360X24.000 G90 PYPE GRY/GRY-S AKZO PA3W31391/PA3W31391 .5-.6	38,580	12,920	25,840

Truck Number	Date	Ship To	Centria Lot#	Manufacturer Ticket#	Manufacturer	Coil Weight	UOM	Linear Feet	Square Feet
288647	5/15/2012	CCS Metals 11 Talbot Avenue Rankin PA 15104	00447345Q	30270151	TECH/EPIC	9,510	LB	3,179	6,358
288647	5/15/2012	CCS Metals 11 Talbot Avenue Rankin PA 15104	00447345R	30270151	TECH/EPIC	9,510	LB	3,179	6,358
288647	5/15/2012	CCS Metals 11 Talbot Avenue Rankin PA 15104	00447350Q	30270154	TECHS/EPIC	9,780	LB	3,281	6,562
288647	5/15/2012	CCS Metals 11 Talbot Avenue Rankin PA 15104	00447350R	30270154	TECHS/EPIC	9,780	LB	3,281	6,562

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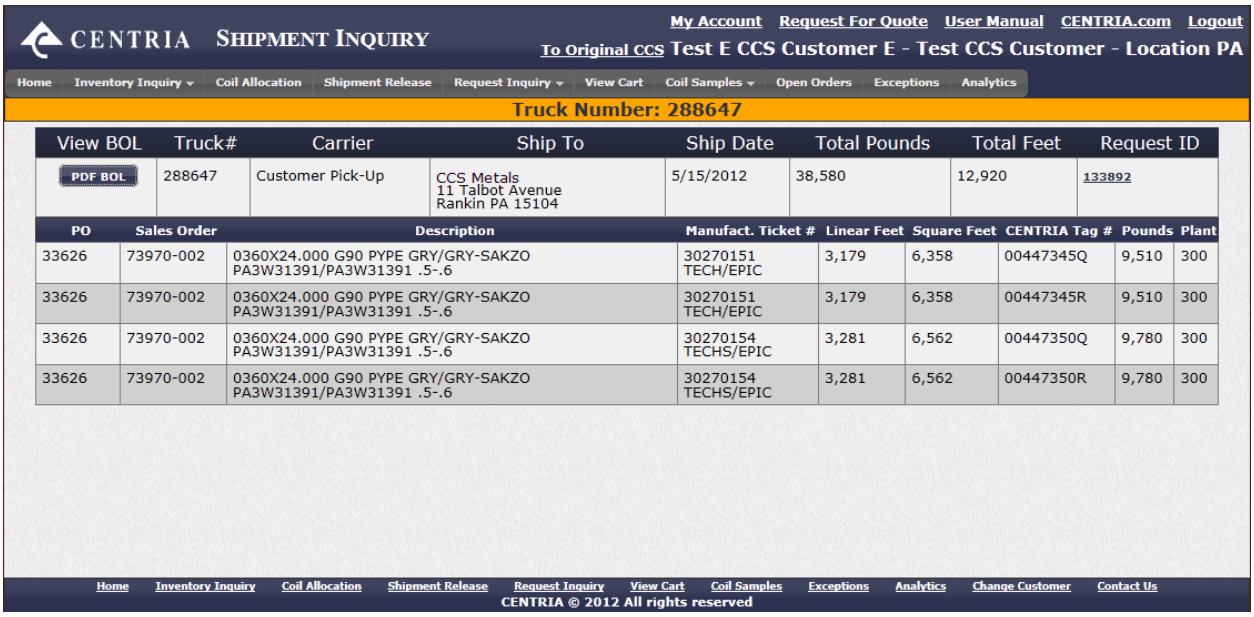
Shipment Summary Notes:

- The header gives a brief overview of the shipping information for that WO
- Each detail line represents one coil from the WO
- The CENTRIA Truck # is a link to the Shipment Inquiry page which displays details for the truck

SHIPMENTS

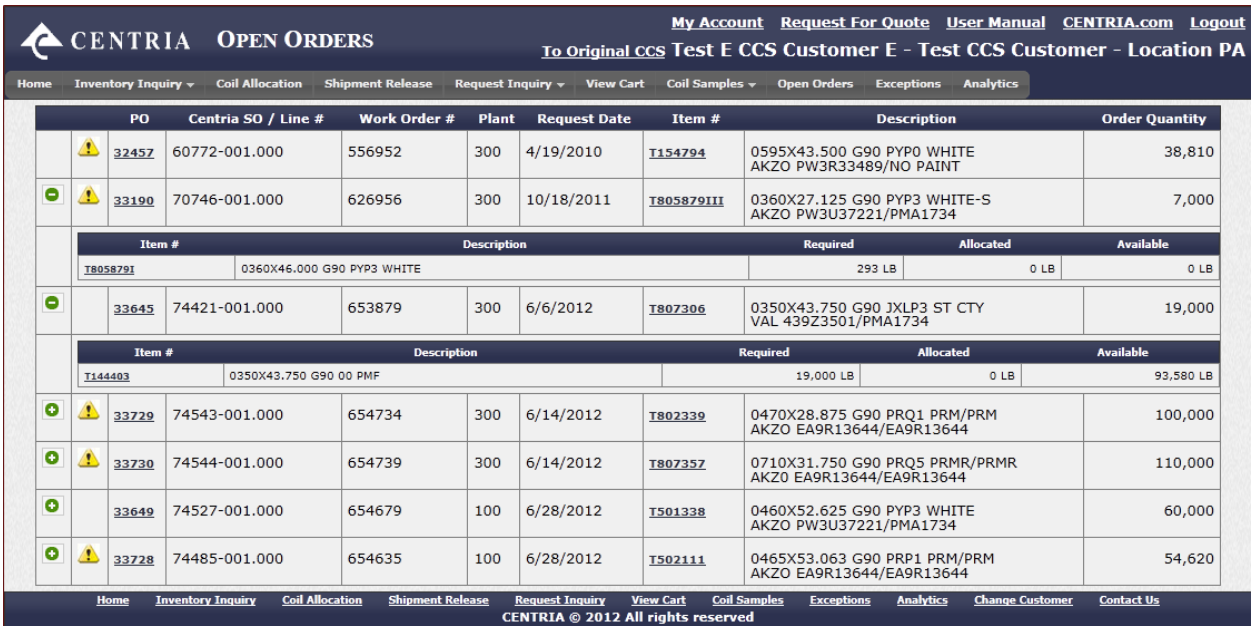
SHIPMENT INQUIRY



Shipment Inquiry Notes:

- The header shows an overview of the truck including Ship-To address, Ship Date, Totals, and Request ID
- The Request ID links to the Request Inquiry Detail page
- Each detail line shows a coil on the truck
- The slit Width column will display if there is a coil with a slit width
- The "PDF BOL" button will launch a PDF version of the Bill of Lading if available (see Appendix C: Downloading Documents)

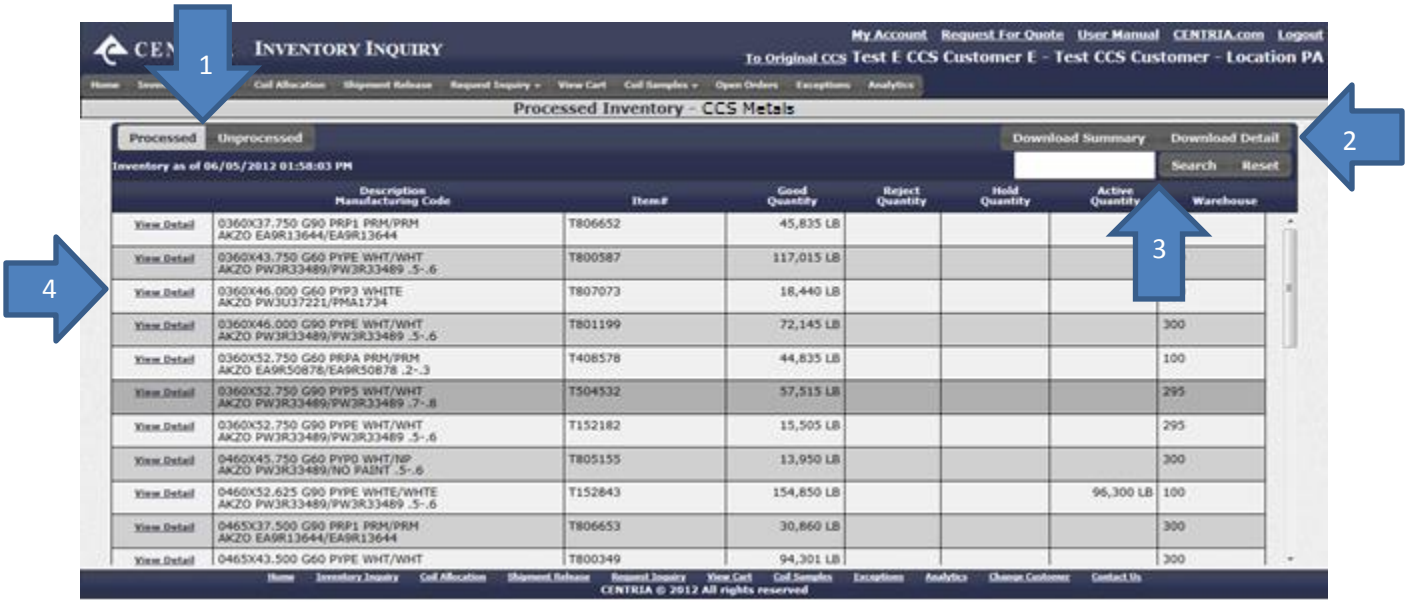
OPEN ORDERS



Open Orders Notes:

- Each line shows an order that is open
- Clicking the plus sign ( ) to the left of the PO # will show the parts list for the WO
- The parts list shows Required, Allocated, and Available amounts
- If there is not enough of an item in the parts list available a warning ( ) will be displayed next to the PO #
- Both Item #'s (in the order and the parts list) will link to the Inventory Detail page for the associated item

INVENTORY INQUIRY



<u>Refer to the numbered arrows above to locate the following:</u>

1: Process Toggle: Use these two buttons to switch between processed and unprocessed inventory

2: Inventory Download:

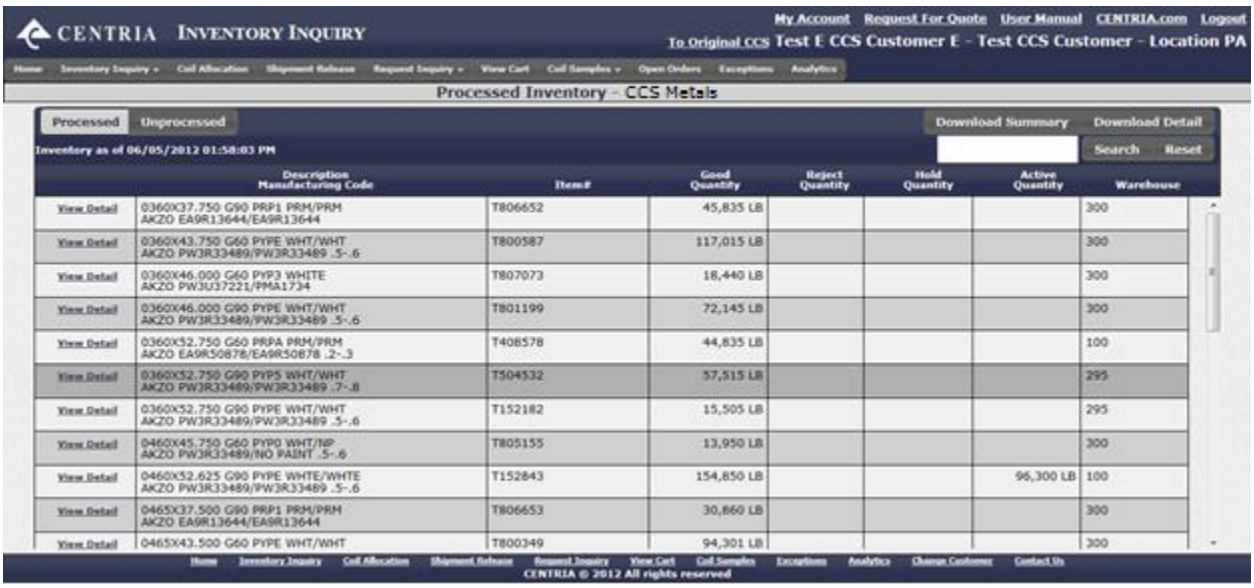
> **Download Summary:** Use this button to download a CSV (Excel) file of the inventory at the Summary level (see Appendix C: Downloading Documents)
>
> **Download Detail:** User this button to download a CSV (Excel file of the inventory at the Detail level (see Appendix C: Downloading Documents)

3: Search Bar: Used to search the selected inventory type on a complete or partial part number or description

> **Reset :** This button will clear the search criteria and reset the inventory list

4: Inventory Data: This shows the inventory broken down by Item # and Warehouse. Use the View Detail link to get to the Detail Level which will show the coils associated to the Item # at the selected Warehouse

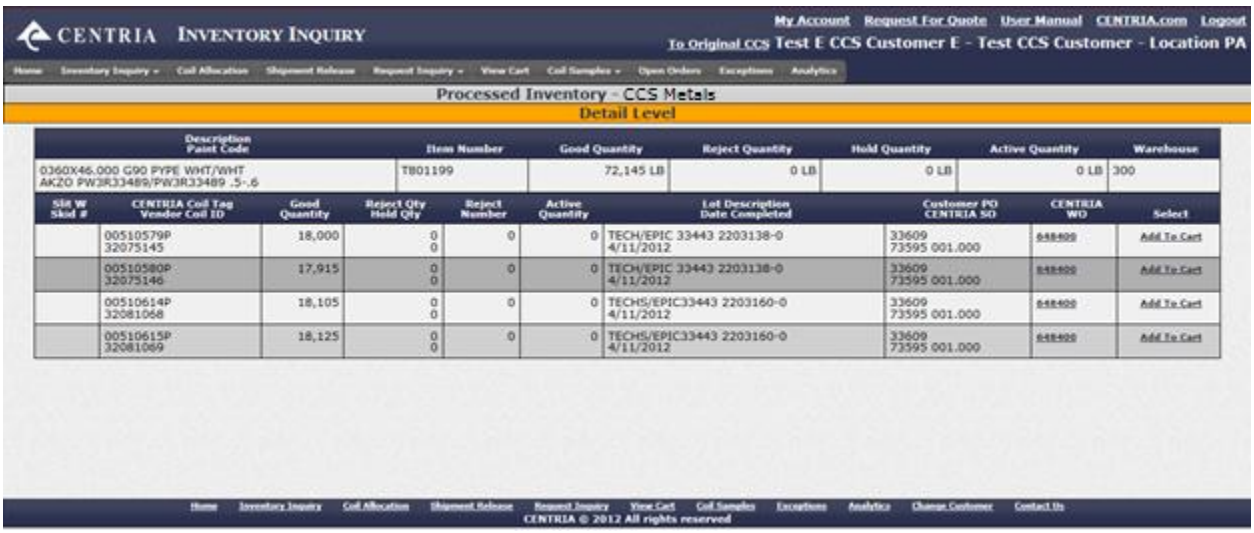
PROCESSED INVENTORY SUMMARY



Processed Inventory Summary Level Notes:

- The Inventory is sorted by the Description (gauge and width)
- An Item # may appear multiple times, indicating it is in multiple locations
    - Be sure to make note of the Warehouse field before selecting "View Detail"
- The date and time under the process toggle buttons indicates the last time the inventory information was refreshed
- Clicking the "View Detail" link will take you to the Inventory Detail page, showing the coils for the selected Item # and Warehouse
- For additional information on what each field in the grid means see Appendix B: Glossary of Terms

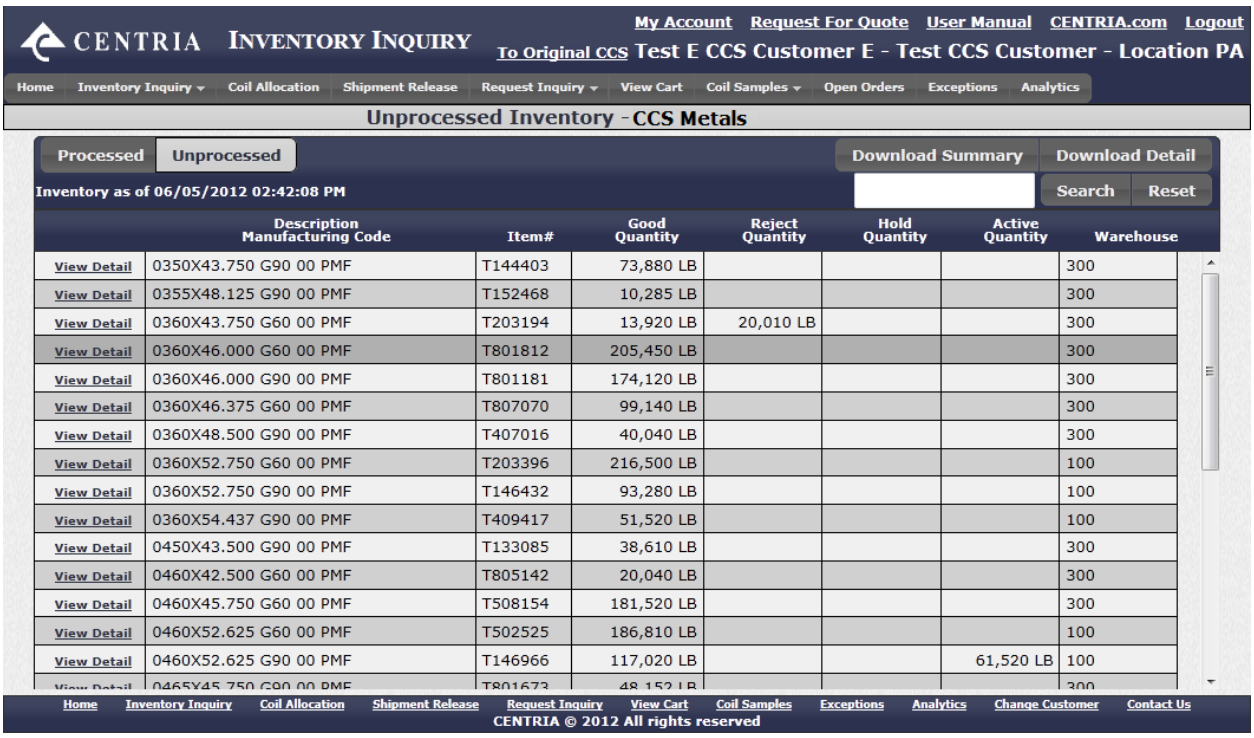
PROCESSED INVENTORY DETAIL



Processed Inventory Detail Level Notes:

- The Detail Level shows the coils that make up the inventory for the Item # and Warehouse selected on the Summary Level page
- Coils are sorted by Slit Width (Slit W) and CENTRIA Coil Tag
- The Reject Number will become a link to the Coil Exception Report once the reject is closed or hits final review
- When clicking on the CENTRIA Work Order number link (when available) the Barcode version of the Work Order Tracking Report will be displayed for that Work Order
- For additional information on what each field in the grid means see Appendix B: Glossary of Terms

UNPROCESSED INVENTORY SUMMARY

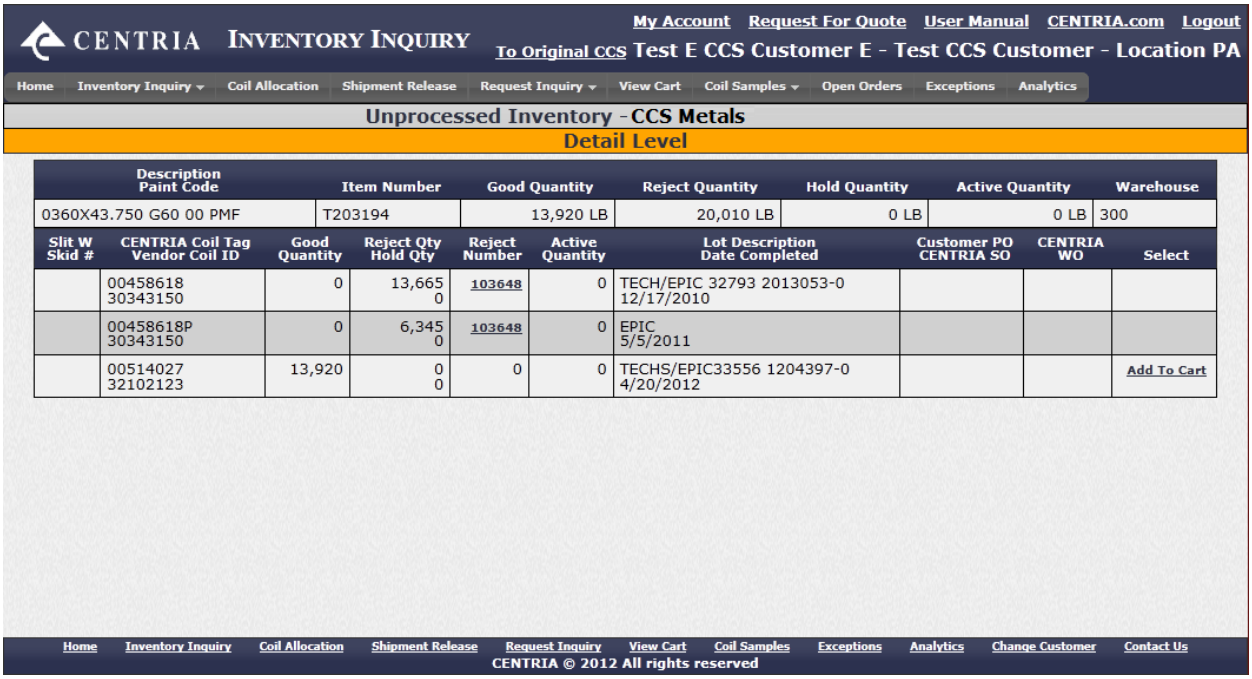


	Description Manufacturing Code	Item#	Good Quantity	Reject Quantity	Hold Quantity	Active Quantity	Warehouse
View Detail	0350X43.750 G90 00 PMF	T144403	73,880 LB				300
View Detail	0355X48.125 G90 00 PMF	T152468	10,285 LB				300
View Detail	0360X43.750 G60 00 PMF	T203194	13,920 LB	20,010 LB			300
View Detail	0360X46.000 G60 00 PMF	T801812	205,450 LB				300
View Detail	0360X46.000 G90 00 PMF	T801181	174,120 LB				300
View Detail	0360X46.375 G60 00 PMF	T807070	99,140 LB				300
View Detail	0360X48.500 G90 00 PMF	T407016	40,040 LB				300
View Detail	0360X52.750 G60 00 PMF	T203396	216,500 LB				100
View Detail	0360X52.750 G90 00 PMF	T146432	93,280 LB				100
View Detail	0360X54.437 G90 00 PMF	T409417	51,520 LB				100
View Detail	0450X43.500 G90 00 PMF	T133085	38,610 LB				300
View Detail	0460X42.500 G60 00 PMF	T805142	20,040 LB				300
View Detail	0460X45.750 G60 00 PMF	T508154	181,520 LB				300
View Detail	0460X52.625 G60 00 PMF	T502525	186,810 LB				100
View Detail	0460X52.625 G90 00 PMF	T146966	117,020 LB			61,520 LB	100
View Detail	0465X45.750 G90 00 PMF	T801673	48,152 LB				300

Unprocessed Inventory Summary Level Notes:

- The Inventory is sorted by the Description (gauge and width)
- An Item # may appear multiple times, indicating it is in multiple locations
    - Be sure to make note of the Warehouse field before selecting "View Detail"
- The date and time under the process toggle buttons indicates the last time the inventory information was refreshed
- Clicking the "View Detail" link will take you to the Inventory Detail page, showing the coils for the selected Item # and Warehouse
- For additional information on what each field in the grid means see Appendix B: Glossary of Terms

UNPROCESSED INVENTORY DETAIL



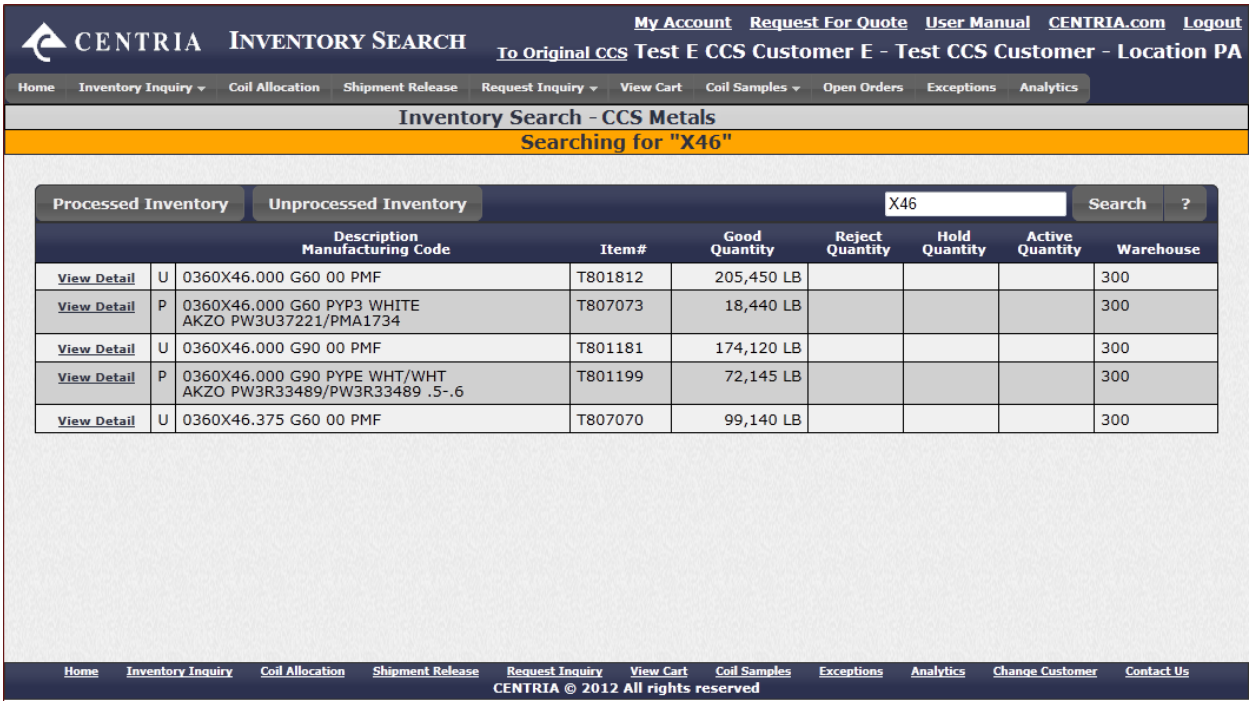
Description Paint Code	Item Number	Good Quantity	Reject Quantity	Hold Quantity	Active Quantity	Warehouse
0360X43.750 G60 00 PMF	T203194	13,920 LB	20,010 LB	0 LB	0 LB	300

Slit W Skid #	CENTRIA Coil Tag Vendor Coil ID	Good Quantity	Reject Qty Hold Qty	Reject Number	Active Quantity	Lot Description Date Completed	Customer PO CENTRIA SO	CENTRIA WO	Select
	00458618 30343150	0	13,665 0	103648	0	TECH/EPIC 32793 2013053-0 12/17/2010			
	00458618P 30343150	0	6,345 0	103648	0	EPIC 5/5/2011			
	00514027 32102123	13,920	0 0	0	0	TECHS/EPIC33556 1204397-0 4/20/2012			Add To Cart

Unprocessed Inventory Detail Level Notes:

- The Detail Level shows the coils that make up the inventory for the Item # and Warehouse selected on the Summary Level page
- Coils are sorted by Slit Width (Slit W) and CENTRIA Coil Tag
- The Reject Number will become a link to the Coil Exception Report once the reject is closed or hits final review
- For additional information on what each field in the grid means see Appendix B: Glossary of Terms

INVENTORY SEARCH



		Description Manufacturing Code	Item#	Good Quantity	Reject Quantity	Hold Quantity	Active Quantity	Warehouse
View Detail	U	0360X46.000 G60 00 PMF	T801812	205,450 LB				300
View Detail	P	0360X46.000 G60 PYP3 WHITE AKZO PW3U37221/PMA1734	T807073	18,440 LB				300
View Detail	U	0360X46.000 G90 00 PMF	T801181	174,120 LB				300
View Detail	P	0360X46.000 G90 PYPE WHT/WHT AKZO PW3R33489/PW3R33489 .5-.6	T801199	72,145 LB				300
View Detail	U	0360X46.375 G60 00 PMF	T807070	99,140 LB				300

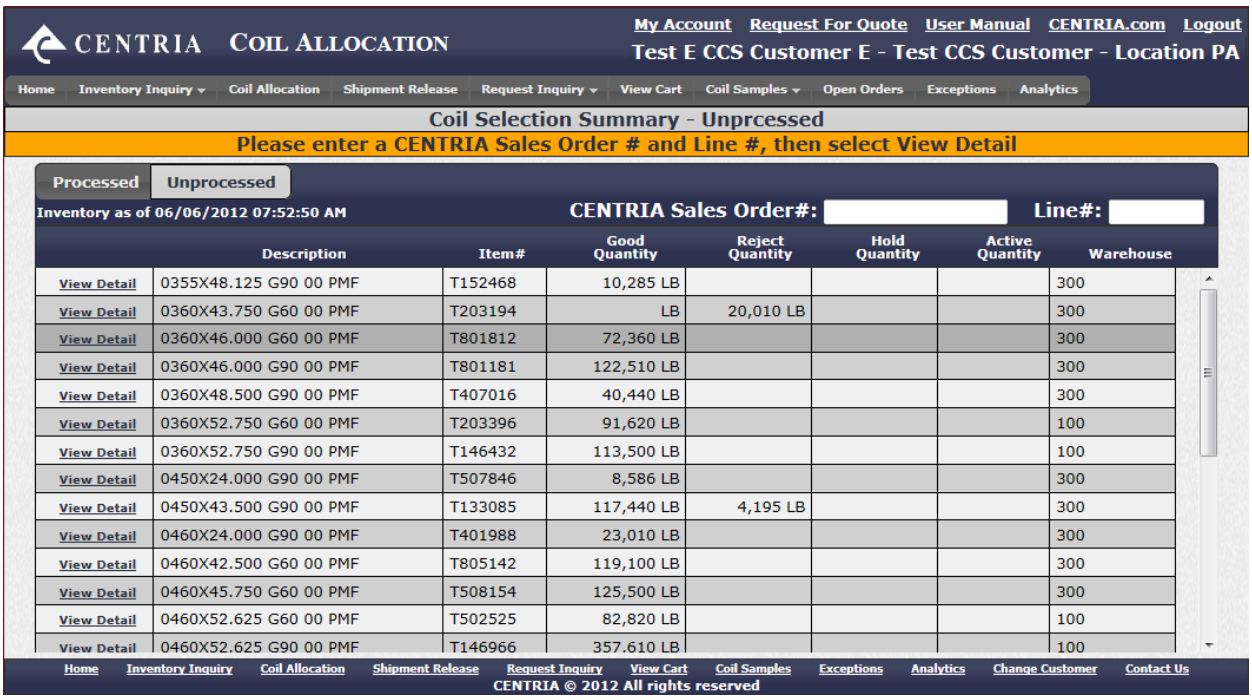
Inventory Search Notes:

- Use the Processed Inventory and Unprocessed Inventory buttons go to the corresponding Inventory Summary page
- Enter a search term in the text box at the left
    - The search term can be any part of an Item # or Description but must be at least three characters long
    - Both processed and unprocessed inventory will be searched
- The search results will be Summary information for Item #'s that meet the search criteria
- Click View Detail to go to the Inventory Detail page for the selected Item #
- The "P" and "U" in the second column refer to "Processed" and "Unprocessed" respectively
- For additional information on what each field in the grid means see Appendix B: Glossary of Terms

COIL ALLOCATION

Using the coil allocation function, you can assign coils to be used to fulfill orders. In order to complete the Coil Allocation process you will need a valid CENTRIA Sales Order # and Line # along with the associated Item #. This information can be found on the Customer Order Acknowledgement document.

COIL ALLOCATION SUMMARY LEVEL

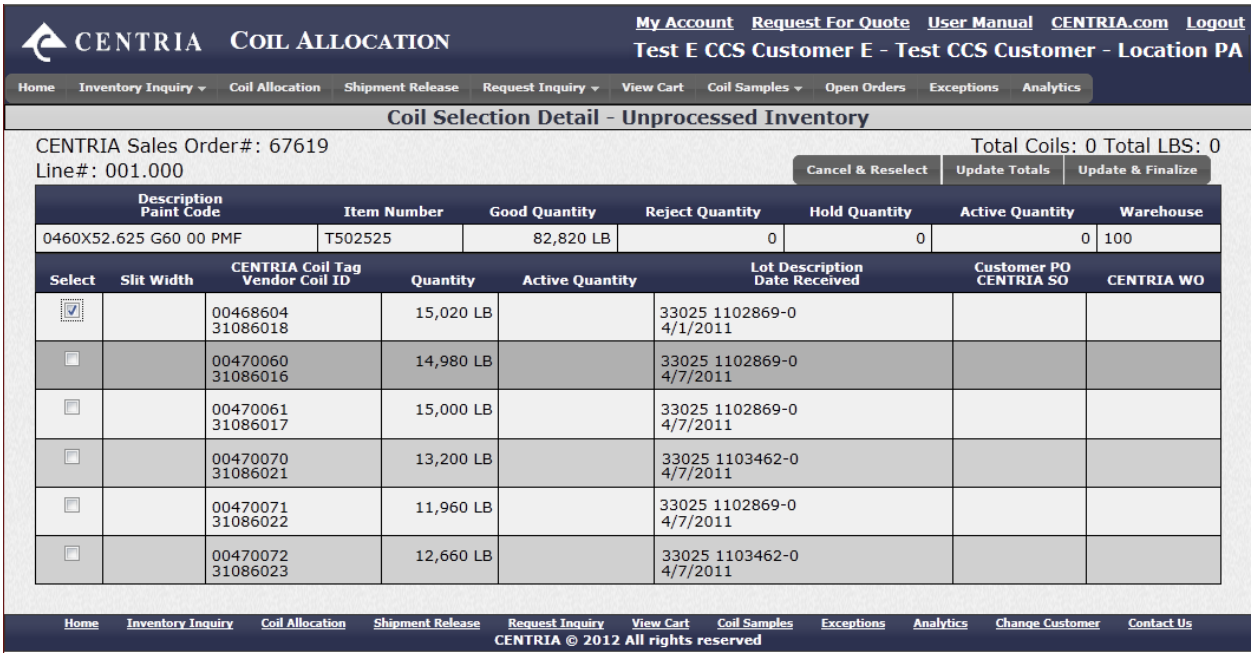


	Description	Item#	Good Quantity	Reject Quantity	Hold Quantity	Active Quantity	Warehouse
View Detail	0355X48.125 G90 00 PMF	T152468	10,285 LB				300
View Detail	0360X43.750 G60 00 PMF	T203194	LB	20,010 LB			300
View Detail	0360X46.000 G60 00 PMF	T801812	72,360 LB				300
View Detail	0360X46.000 G90 00 PMF	T801181	122,510 LB				300
View Detail	0360X48.500 G90 00 PMF	T407016	40,440 LB				300
View Detail	0360X52.750 G60 00 PMF	T203396	91,620 LB				100
View Detail	0360X52.750 G90 00 PMF	T146432	113,500 LB				100
View Detail	0450X24.000 G90 00 PMF	T507846	8,586 LB				300
View Detail	0450X43.500 G90 00 PMF	T133085	117,440 LB	4,195 LB			300
View Detail	0460X24.000 G90 00 PMF	T401988	23,010 LB				300
View Detail	0460X42.500 G60 00 PMF	T805142	119,100 LB				300
View Detail	0460X45.750 G60 00 PMF	T508154	125,500 LB				300
View Detail	0460X52.625 G60 00 PMF	T502525	82,820 LB				100
View Detail	0460X52.625 G90 00 PMF	T146966	357,610 LB				100

Coil Allocation Summary Notes:

- The initial Inventory View defaults to Unprocessed Inventory but Processed Inventory may be selected at any time by clicking the Processed button
- Enter a CENTRIA Sales Order # and Line # in the boxes at the top and then select View Detail for the associated Item #
    - When entering a Line #, use the format 1.000 or simply 1
- An error message will be displayed if any of the information is incomplete or incorrect

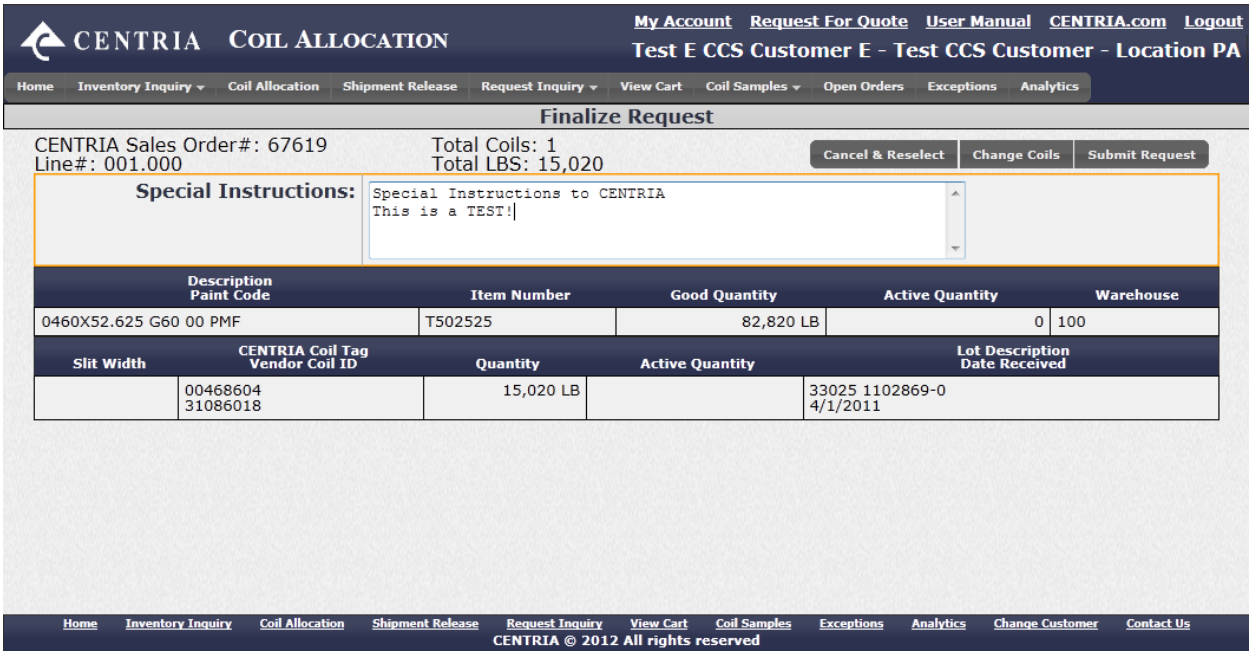
COIL ALLOCATION DETAIL LEVEL



Coil Allocation Detail Notes:

- At the top you will notice the CENTRIA Sales Order # and Line # currently selected as well as the number of coils and total pounds selected
- A Check Box in the Select column indicates that the coil may be selected for allocation
- A Factory Icon in the Select column indicates that the coil has been previously selected on a Coil Allocation request
- There is no limit to the number of coils or pounds that can be selected on the request
- The Cancel & Reselect button will return you to the Coil Allocation Summary screen, restarting your request and removing the coils you selected
- The Update Totals button will update the number of coils selected and the total pounds selected based on the coils you have checked in the list below
- Use the Update & Finalize button to continue processing the request

COIL ALLOCATION FINALIZE



Coil Allocation Finalize Notes:

- The Special Instructions area is used to enter information that will be included in the e-mail document sent to your CENTRIA Customer service representative
- The Cancel & Reselect button will return you to the Coil Allocation Summary screen, restarting your request and removing the coils you selected
- Use the Change Coils button to return to the Detail Level Inventory page and change your coil selection(s)
- Use the Submit Request button to complete the request

COIL ALLOCATION CONFIRMATION

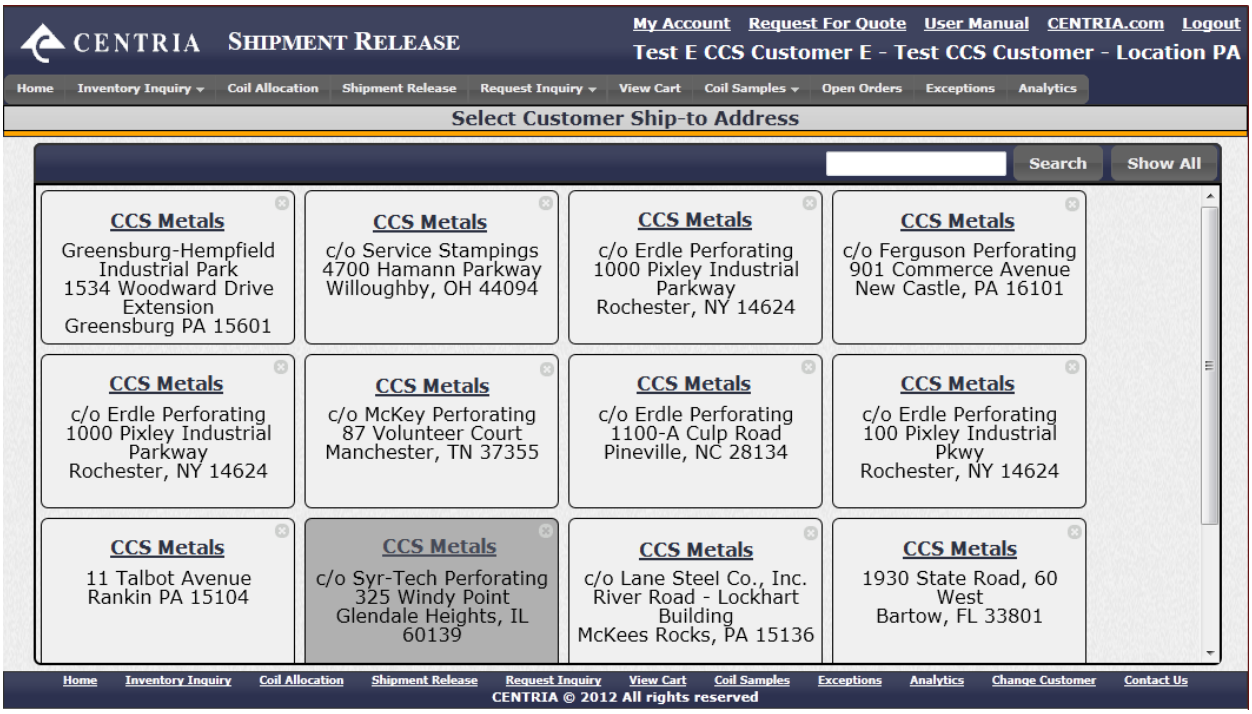
Coil Allocation Confirmation Notes:

- When the request has been finalized, an e-mail with a detailed attachment will be sent to the Customer and to the CENTRIA CCS Customer Service department
- You will also be given the Request ID for the particular request
- If you need to make another request either click Coil Allocation in the Main Navigation Bar or use the link directly above the image in the confirmation section

SHIPMENT RELEASE

The Shipment Release function is used to request coils to be released for shipment to a specified ship-to location.

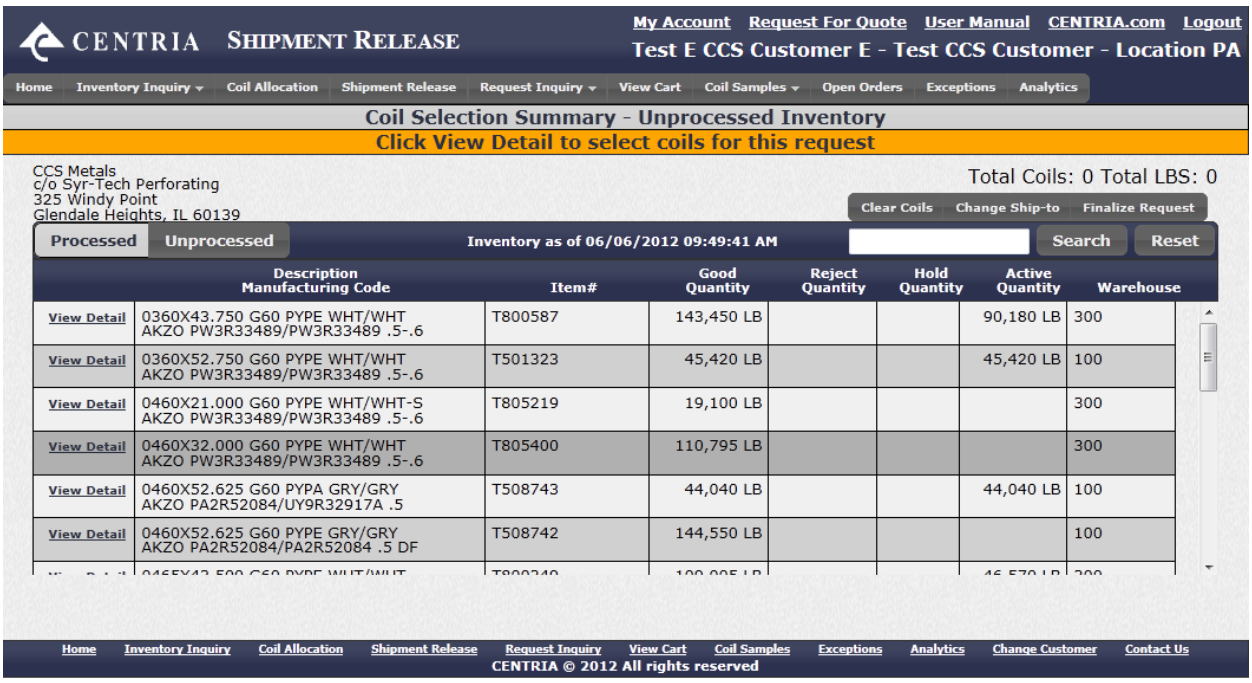
SHIPMENT RELEASE SHIP-TO



Shipment Release Ship-To:

- This page displays all the Customer's Ship-to addresses that currently exist in the CENTRIA Business System listed alphabetically
- A Ship-to address must be selected to continue this request
- Click on a box to select a Ship-to address
- If a ship-to address is no longer valid click the "X" ( ) in the top right corner of the box; that will send an e-mail to CENTRIA's customer service department requesting that the address be removed
- If the desired address does not display, return to the home screen and call or e-mail your CCS Customer Service Representative

SHIPMENT RELEASE INVENTORY SUMMARY

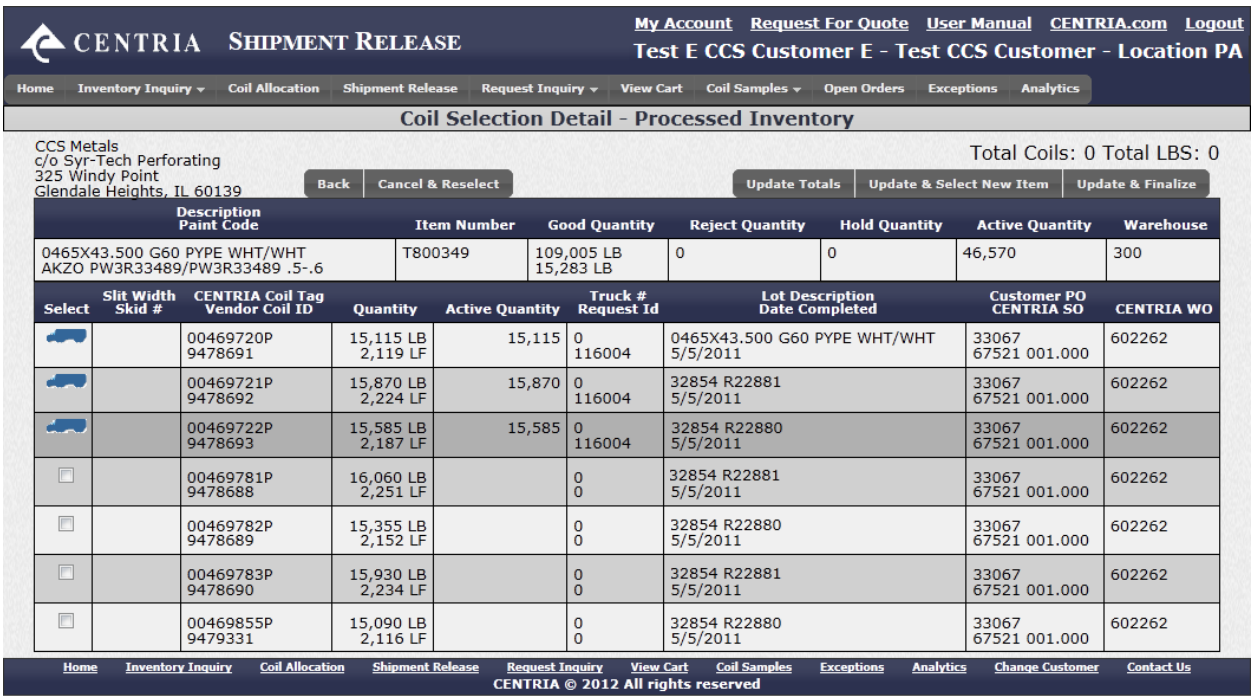


	Description Manufacturing Code	Item#	Good Quantity	Reject Quantity	Hold Quantity	Active Quantity	Warehouse
View Detail	0360X43.750 G60 PYPE WHT/WHT AKZO PW3R33489/PW3R33489 .5-.6	T800587	143,450 LB			90,180 LB	300
View Detail	0360X52.750 G60 PYPE WHT/WHT AKZO PW3R33489/PW3R33489 .5-.6	T501323	45,420 LB			45,420 LB	100
View Detail	0460X21.000 G60 PYPE WHT/WHT-S AKZO PW3R33489/PW3R33489 .5-.6	T805219	19,100 LB				300
View Detail	0460X32.000 G60 PYPE WHT/WHT AKZO PW3R33489/PW3R33489 .5-.6	T805400	110,795 LB				300
View Detail	0460X52.625 G60 PYPA GRY/GRY AKZO PA2R52084/UY9R32917A .5	T508743	44,040 LB			44,040 LB	100
View Detail	0460X52.625 G60 PYPE GRY/GRY AKZO PA2R52084/PA2R52084 .5 DF	T508742	144,550 LB				100

Shipment Release Inventory Summary Notes:

- The initial Inventory View defaults to Processed Inventory , but Unprocessed Inventory may be selected at any time by clicking the Unprocessed button
- The selected Ship-to address is displayed at the top left of the screen and the number of coils selected and total pounds is displayed at the top right
- Use the Clear Coils button to remove all selected coils from the current request
- The Change Ship-to button allows you to select a different Ship-to address without having to reselect the coils
- Use the Finalize Request button once you have selected your coils to continue processing the request
- Multiple Item #s may be included on one request
- Click View Detail to view the coils for that Item # and add them to the request

SHIPMENT RELEASE INVENTORY DETAIL



CENTRIA SHIPMENT RELEASE

My Account | Request For Quote | User Manual | CENTRIA.com | Logout

Test E CCS Customer E - Test CCS Customer - Location PA

Home | Inventory Inquiry | Coil Allocation | Shipment Release | Request Inquiry | View Cart | Coil Samples | Open Orders | Exceptions | Analytics

Coil Selection Detail - Processed Inventory

CCS Metals
c/o Syr-Tech Perforating
325 Windy Point
Glendale Heights, IL 60139

Total Coils: 0 Total LBS: 0

Back | Cancel & Reselect | Update Totals | Update & Select New Item | Update & Finalize

Description Paint Code	Item Number	Good Quantity	Reject Quantity	Hold Quantity	Active Quantity	Warehouse
0465X43.500 G60 PYPE WHT/WHT AKZO PW3R33489/PW3R33489 .5-.6	T800349	109,005 LB 15,283 LB	0	0	46,570	300

Select	Slit Width Skid #	CENTRIA Coil Tag Vendor Coil ID	Quantity	Active Quantity	Truck # Request Id	Lot Description Date Completed	Customer PO CENTRIA SO	CENTRIA WO
		00469720P 9478691	15,115 LB 2,119 LF	15,115	0 116004	0465X43.500 G60 PYPE WHT/WHT 5/5/2011	33067 67521 001.000	602262
		00469721P 9478692	15,870 LB 2,224 LF	15,870	0 116004	32854 R22881 5/5/2011	33067 67521 001.000	602262
		00469722P 9478693	15,585 LB 2,187 LF	15,585	0 116004	32854 R22880 5/5/2011	33067 67521 001.000	602262
		00469781P 9478688	16,060 LB 2,251 LF		0 0	32854 R22881 5/5/2011	33067 67521 001.000	602262
		00469782P 9478689	15,355 LB 2,152 LF		0 0	32854 R22880 5/5/2011	33067 67521 001.000	602262
		00469783P 9478690	15,930 LB 2,234 LF		0 0	32854 R22881 5/5/2011	33067 67521 001.000	602262
		00469855P 9479331	15,090 LB 2,116 LF		0 0	32854 R22880 5/5/2011	33067 67521 001.000	602262

Home | Inventory Inquiry | Coil Allocation | Shipment Release | Request Inquiry | View Cart | Coil Samples | Exceptions | Analytics | Change Customer | Contact Us

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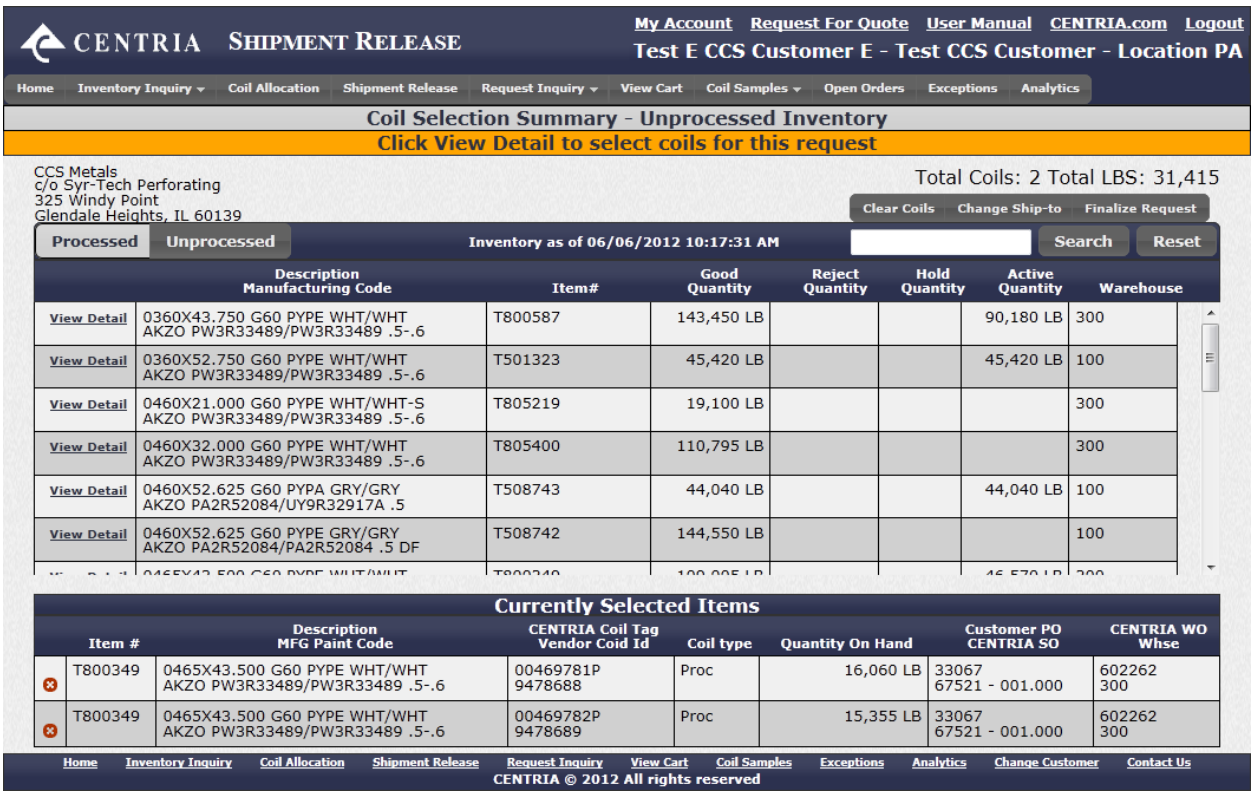
Shipment Release Inventory Detail Notes:

- The selected Ship-to address is displayed at the top left of the screen and the number of coils selected and total pounds is displayed at the top right
- The Back button will return you to the Shipment Release Summary screen, clearing all updates to the request since the last time Update Totals was clicked
- The Cancel & Reselect button will remove all coils that make up the selected Item # from the request and return you to the Shipment Release Summary screen
- The Update Totals button will refresh the page, updating the number of coils selected and total pounds based on the items checked below
- The Update & Select New Item button will add the selected coils to the request and return you to the Shipment Release Summary screen
- The Update & Finalize button will added the selected coils to the request and take you to the Special Instruction screen to complete the request
- A Check Box in the Select column indicates that the coil may be selected for shipment
- A Truck Icon in the Select column indicates that the coil has been previously selected for shipment on a Shipment Release request
- There is no limit to the number of coils or pounds that can be selected on a request

RETURNING TO SHIPMENT RELEASE INVENTORY SUMMARY



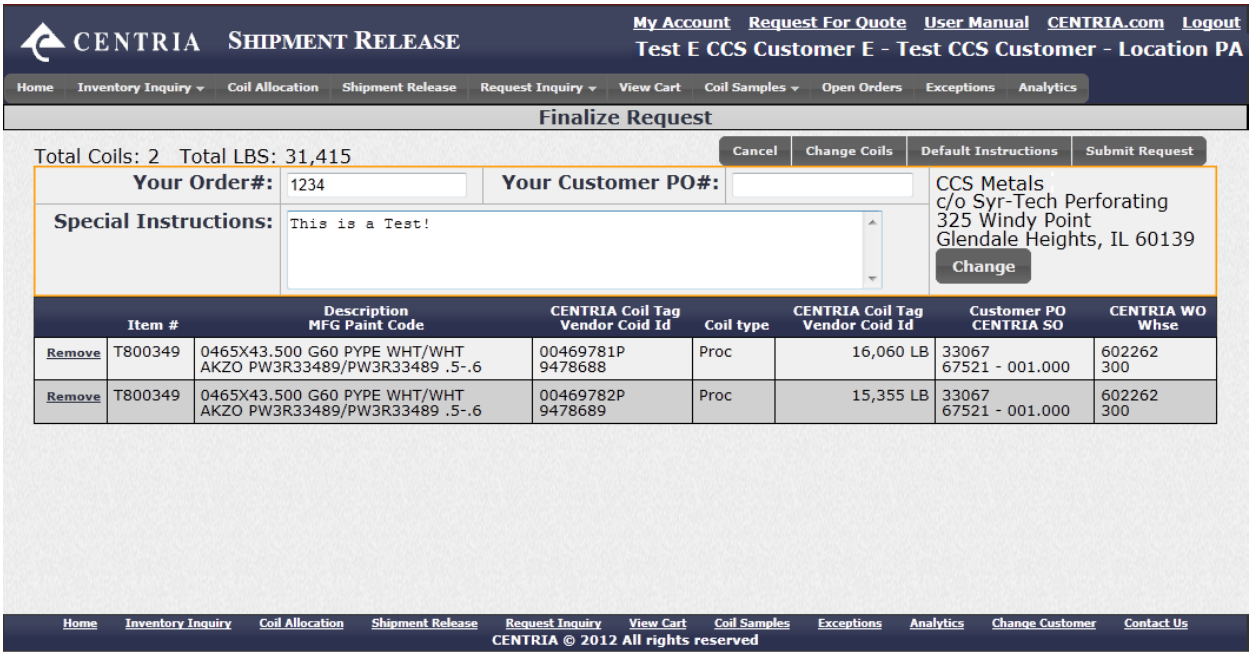
	Description Manufacturing Code	Item#	Good Quantity	Reject Quantity	Hold Quantity	Active Quantity	Warehouse
View Detail	0360X43.750 G60 PYPE WHT/WHT AKZO PW3R33489/PW3R33489 .5-.6	T800587	143,450 LB			90,180 LB	300
View Detail	0360X52.750 G60 PYPE WHT/WHT AKZO PW3R33489/PW3R33489 .5-.6	T501323	45,420 LB			45,420 LB	100
View Detail	0460X21.000 G60 PYPE WHT/WHT-S AKZO PW3R33489/PW3R33489 .5-.6	T805219	19,100 LB				300
View Detail	0460X32.000 G60 PYPE WHT/WHT AKZO PW3R33489/PW3R33489 .5-.6	T805400	110,795 LB				300
View Detail	0460X52.625 G60 PYPA GRY/GRY AKZO PA2R52084/UY9R32917A .5	T508743	44,040 LB			44,040 LB	100
View Detail	0460X52.625 G60 PYPE GRY/GRY AKZO PA2R52084/PA2R52084 .5 DF	T508742	144,550 LB				100

Item #	Description MFG Paint Code	CENTRIA Coil Tag Vendor Coid Id	Coil type	Quantity On Hand	Customer PO CENTRIA SO	CENTRIA WO Whse
T800349	0465X43.500 G60 PYPE WHT/WHT AKZO PW3R33489/PW3R33489 .5-.6	00469781P 9478688	Proc	16,060 LB	33067 67521 - 001.000	602262 300
T800349	0465X43.500 G60 PYPE WHT/WHT AKZO PW3R33489/PW3R33489 .5-.6	00469782P 9478689	Proc	15,355 LB	33067 67521 - 001.000	602262 300

Shipment Release Inventory Summary Notes:

- The page now includes a section at the bottom that displays the coils currently selected on the request
- You can remove coils from the request by selecting the "X" ( ) next to the Item #
- From here you can either select additional coils by clicking View Detail next to an Item # or finalize the request by selecting Finalize Request

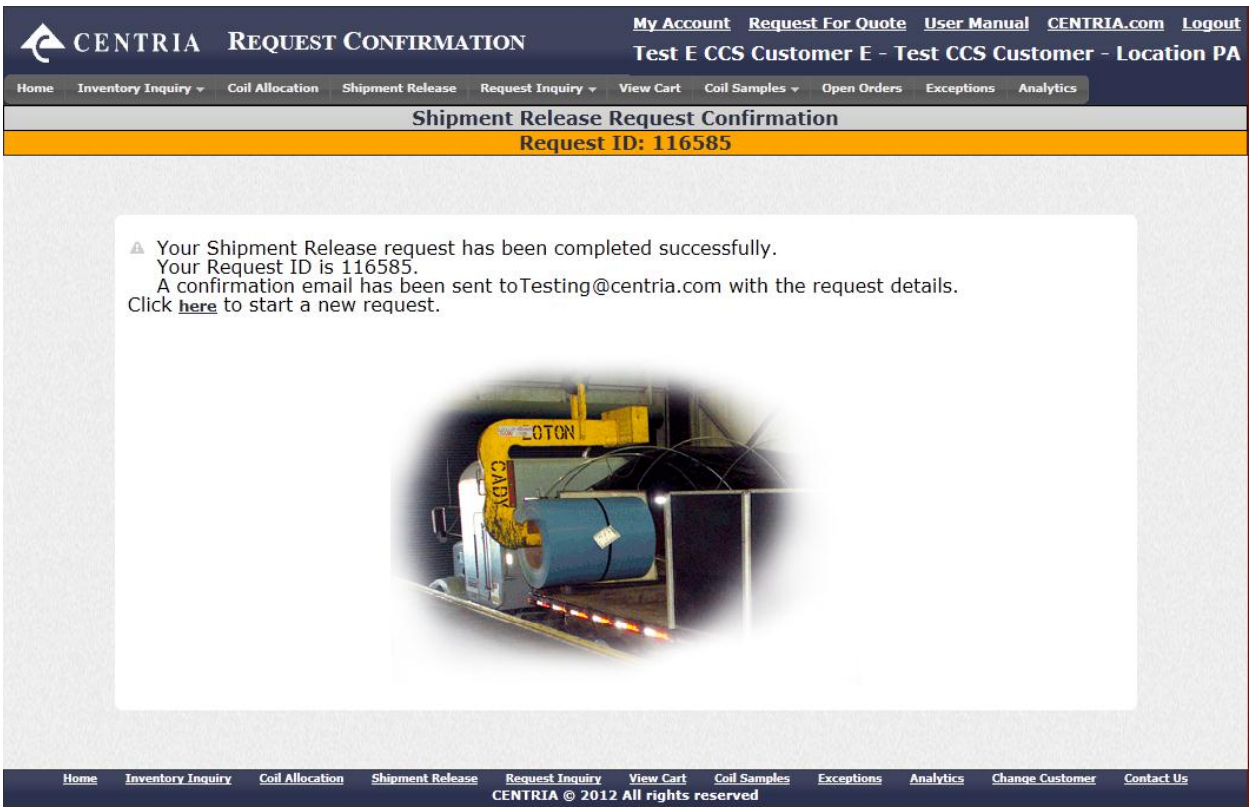
SHIPMENT RELEASE FINALIZE REQUEST



Shipment Release Finalize Request Notes:

- Here you can specify an Order Number and a PO Number that you would like to have displayed on the Bill Of Lading
    - These numbers are for your reference only and are not used by CENTRIA
- The Special Instructions area is used to enter information that will be included in the e-mail document sent to the CENRIA shipping department
- Use the Cancel button to end the request, removing all coils from the request
- The Change Coils button will take you back to the Shipment Release Inventory Summary page
- The Default Instructions link lets you enter Special Instructions that allow you to save commonly used messages for future use or retrieve commonly used messages
- The Submit Request button will complete the request
- You can also change the selected address by clicking the Change button

SHIPMENT RELEASE REQUEST CONFIRMATION



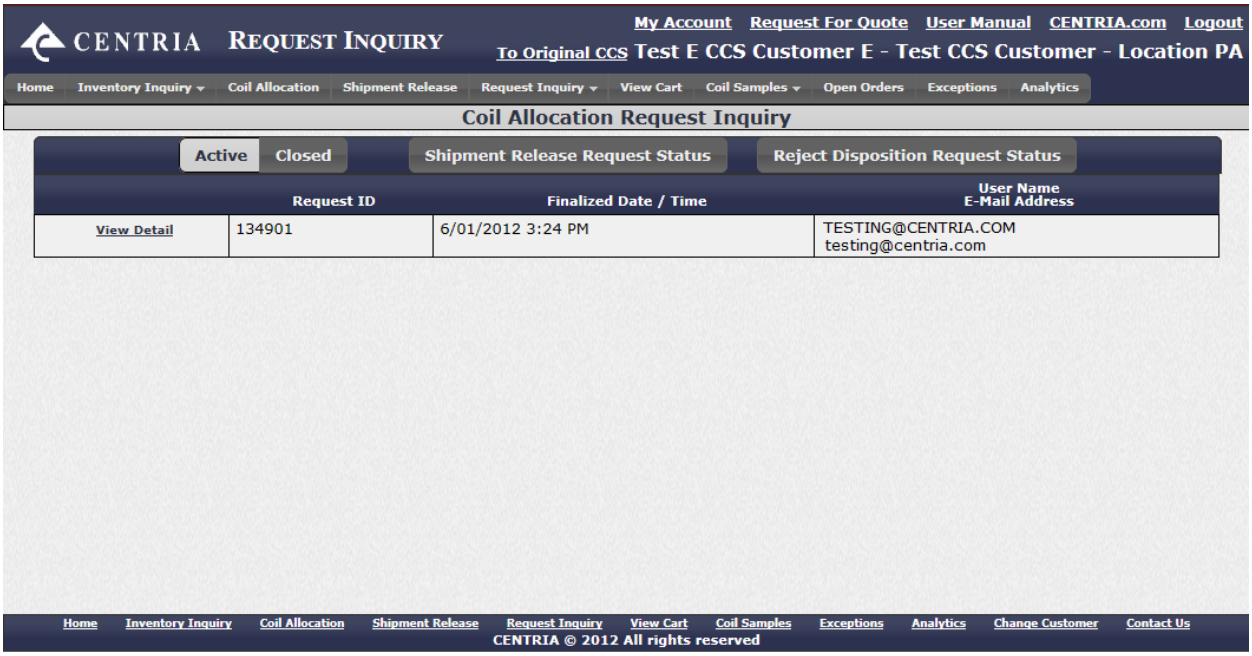
Shipment Release Request Confirmation Notes:

- When the request has been finalized, an e-mail with a detailed attachment will be sent to the Customer and to the CENTRIA CCS Shipping department
- You will also be given the Request ID for the particular request
- If you need to make another request either click Shipment Release in the Main Navigation Bar or use the link directly above the image in the confirmation section

REQUEST INQUIRY

Request Inquiry allows you to find requests made from the CCS Web Application. You can look for Coil Allocation Requests, Shipment Release Requests, and Reject Disposition Requests. From the Main Navigation Bar you can get to the general Request Inquiry page (pictured below) or you can use one of the options in the sub-menu to go directly to the desired Request type.

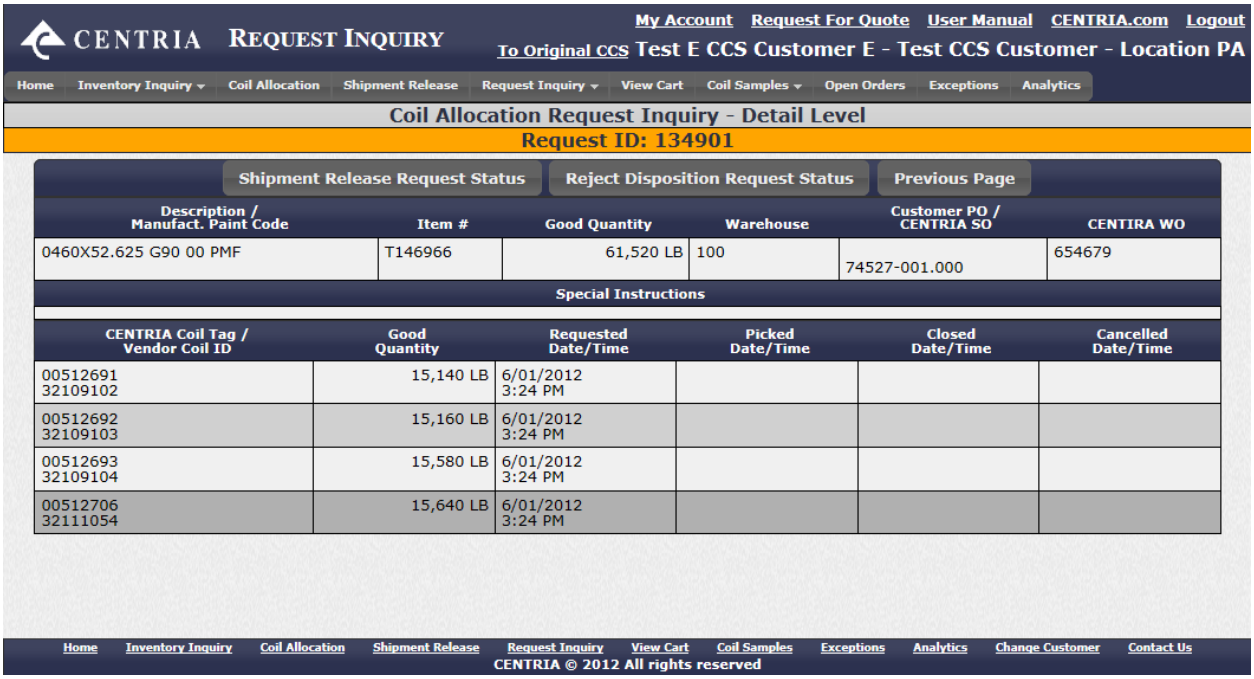
COIL ALLOCATION REQUEST SUMMARY



Coil Allocation Request Summary Notes:

- The initial Status View defaults to Active Requests, but closed requests may be selected at any time by clicking on the Closed button
- Click the View Detail link next to the Request ID to view the coils on the Request

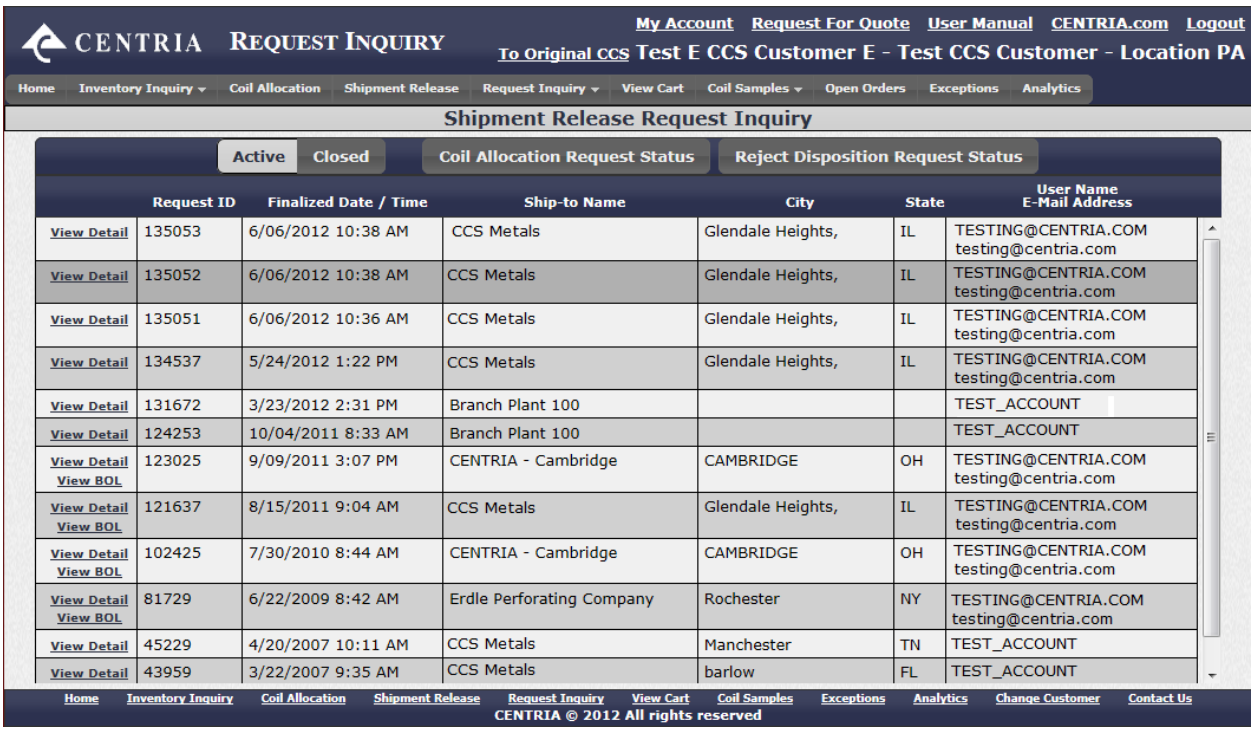
COIL ALLOCATION REQUEST DETAIL



Coil Allocation Request Detail Notes:

- On a Coil Allocation request, the Detail Level page is broken into two sections
- The top section shows the Item # information and any Special Instructions that were entered
- The bottom section shows the specific coils for the Item # that were allocated on this request
- For each coil allocated, the Date/Time is shown for each of the four steps that can occur on the request (see the Request Inquiry Overview for details on the different dates)

SHIPMENT RELEASE REQUEST SUMMARY

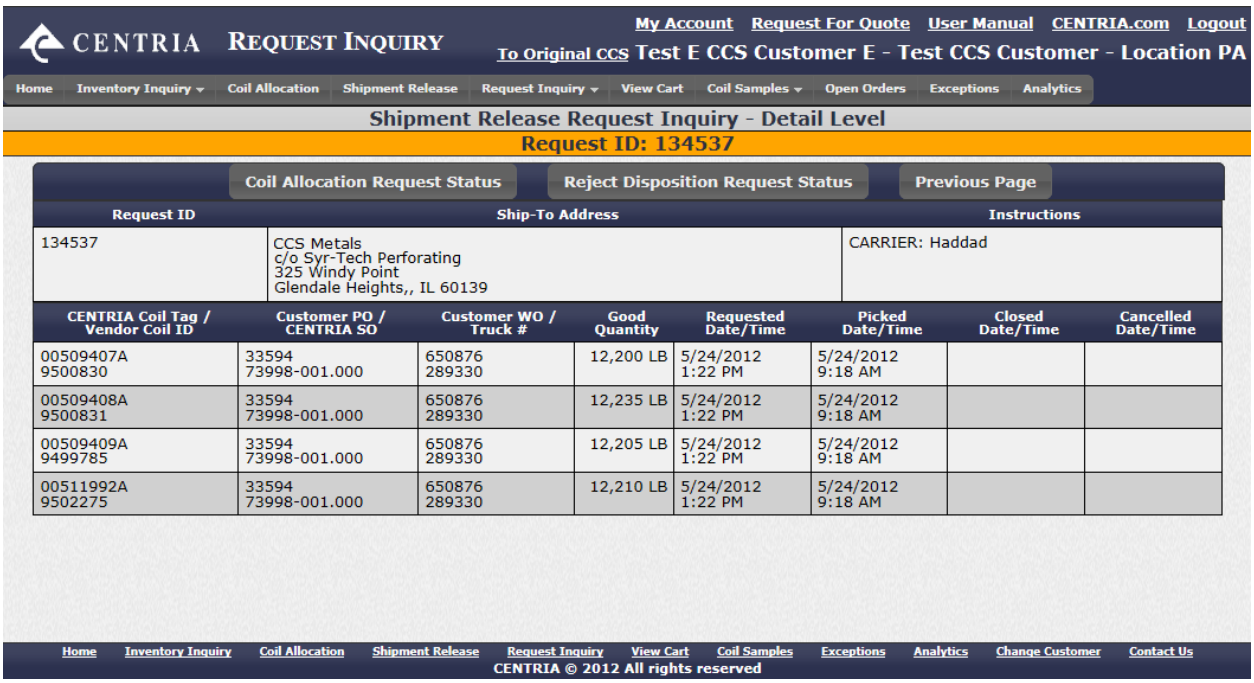


	Request ID	Finalized Date / Time	Ship-to Name	City	State	User Name E-Mail Address
View Detail	135053	6/06/2012 10:38 AM	CCS Metals	Glendale Heights,	IL	TESTING@CENTRIA.COM testing@centria.com
View Detail	135052	6/06/2012 10:38 AM	CCS Metals	Glendale Heights,	IL	TESTING@CENTRIA.COM testing@centria.com
View Detail	135051	6/06/2012 10:36 AM	CCS Metals	Glendale Heights,	IL	TESTING@CENTRIA.COM testing@centria.com
View Detail	134537	5/24/2012 1:22 PM	CCS Metals	Glendale Heights,	IL	TESTING@CENTRIA.COM testing@centria.com
View Detail	131672	3/23/2012 2:31 PM	Branch Plant 100			TEST_ACCOUNT
View Detail	124253	10/04/2011 8:33 AM	Branch Plant 100			TEST_ACCOUNT
View Detail View BOL	123025	9/09/2011 3:07 PM	CENTRIA - Cambridge	CAMBRIDGE	OH	TESTING@CENTRIA.COM testing@centria.com
View Detail View BOL	121637	8/15/2011 9:04 AM	CCS Metals	Glendale Heights,	IL	TESTING@CENTRIA.COM testing@centria.com
View Detail View BOL	102425	7/30/2010 8:44 AM	CENTRIA - Cambridge	CAMBRIDGE	OH	TESTING@CENTRIA.COM testing@centria.com
View Detail View BOL	81729	6/22/2009 8:42 AM	Erdle Perforating Company	Rochester	NY	TESTING@CENTRIA.COM testing@centria.com
View Detail	45229	4/20/2007 10:11 AM	CCS Metals	Manchester	TN	TEST_ACCOUNT
View Detail	43959	3/22/2007 9:35 AM	CCS Metals	barlow	FL	TEST_ACCOUNT

Shipment Release Request Summary Notes:

- The initial Status View defaults to Active Requests, but closed requests may be selected at any time by clicking on the Closed button
- Click the View Detail link next to the Request ID to view the coils on the Request
- If the Bill Of Lading is available, the View BOL link will be visible under the View Detail Link
    - Clicking View BOL will open the Bill of Lading in a new window

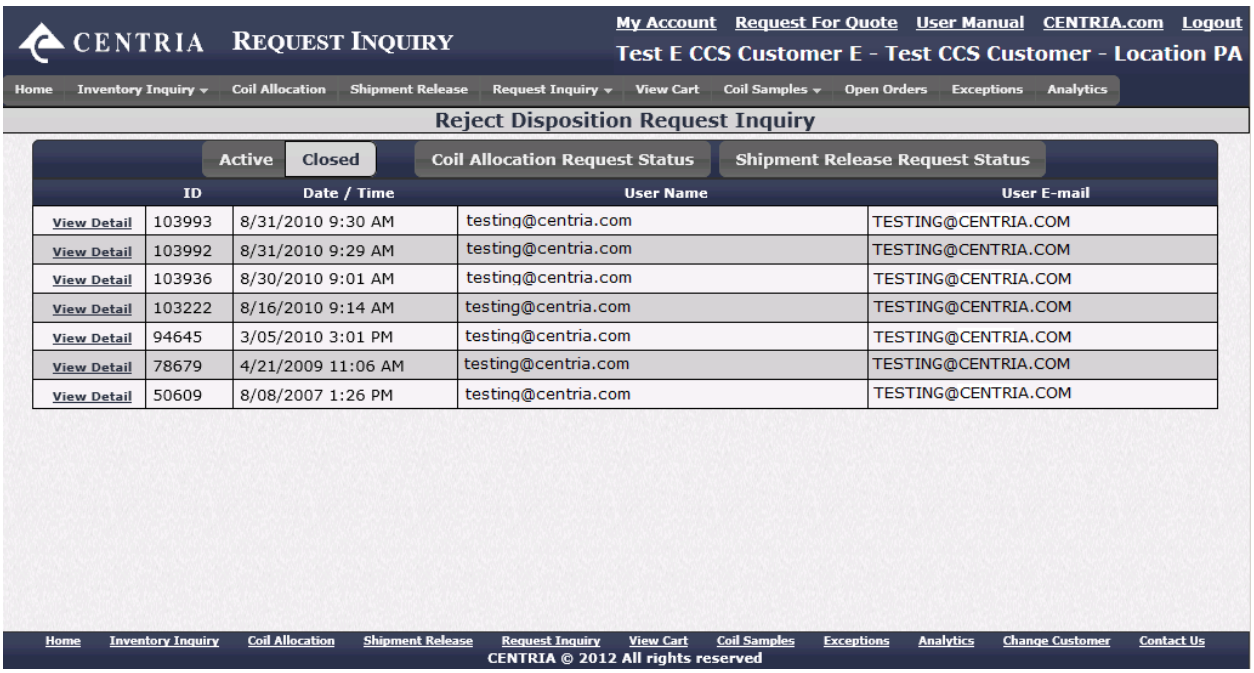
SHIPMENT RELEASE REQUEST DETAIL



Shipment Release Request Detail Notes:

- The Request ID you are viewing is displayed in the bar at the top of the screen
- The Ship-to Address associated with the Request ID is also displayed on screen
- Special Instructions are listed to the right of the Ship-to Address
- For each coil shipped, the Date/Time is shown for each of the four steps that can occur on the request (see the Request Inquiry Overview for details on the different dates)
- You can switch to Coil Allocation Request or Reject Disposition Requests using the buttons at the top or go back to the Summary screen

REJECT DISPOSITION REQUEST SUMMARY

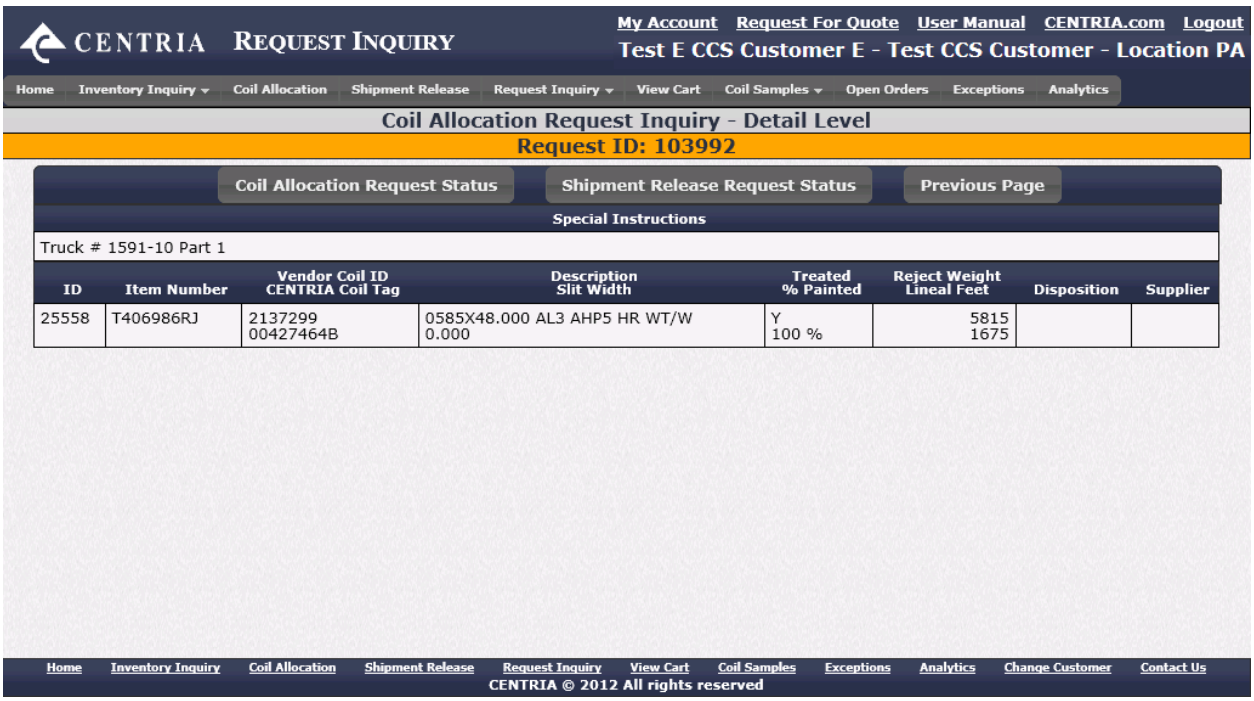


	ID	Date / Time	User Name	User E-mail
View Detail	103993	8/31/2010 9:30 AM	testing@centria.com	TESTING@CENTRIA.COM
View Detail	103992	8/31/2010 9:29 AM	testing@centria.com	TESTING@CENTRIA.COM
View Detail	103936	8/30/2010 9:01 AM	testing@centria.com	TESTING@CENTRIA.COM
View Detail	103222	8/16/2010 9:14 AM	testing@centria.com	TESTING@CENTRIA.COM
View Detail	94645	3/05/2010 3:01 PM	testing@centria.com	TESTING@CENTRIA.COM
View Detail	78679	4/21/2009 11:06 AM	testing@centria.com	TESTING@CENTRIA.COM
View Detail	50609	8/08/2007 1:26 PM	testing@centria.com	TESTING@CENTRIA.COM

Reject Disposition Request Summary Notes:

- The initial Status View defaults to Active Requests, but closed requests may be selected at any time by clicking on the Closed button
- Click the View Detail link next to the Request ID to view the coils on the Request

REJECT DISPOSITION REQUEST DETAIL



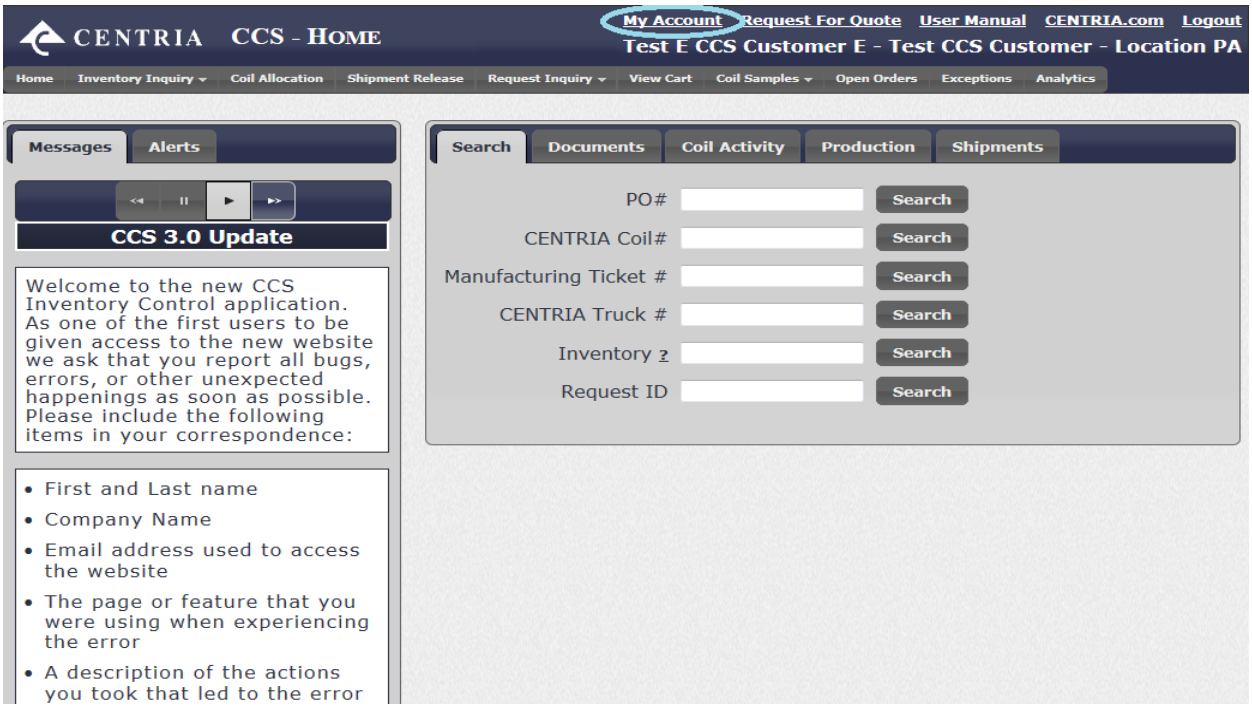
Reject Disposition Request Detail Notes:

- The Request ID you are viewing is displayed at the top of the screen
- The Special Instructions are listed directly above the coils on the Request ID
- For each coil the Item # is listed as well as additional information about the coil
- You can switch to Coil Allocation Request or Shipment Release Requests using the buttons at the top or go back to the Summary screen

INVENTORY MIN/MAX

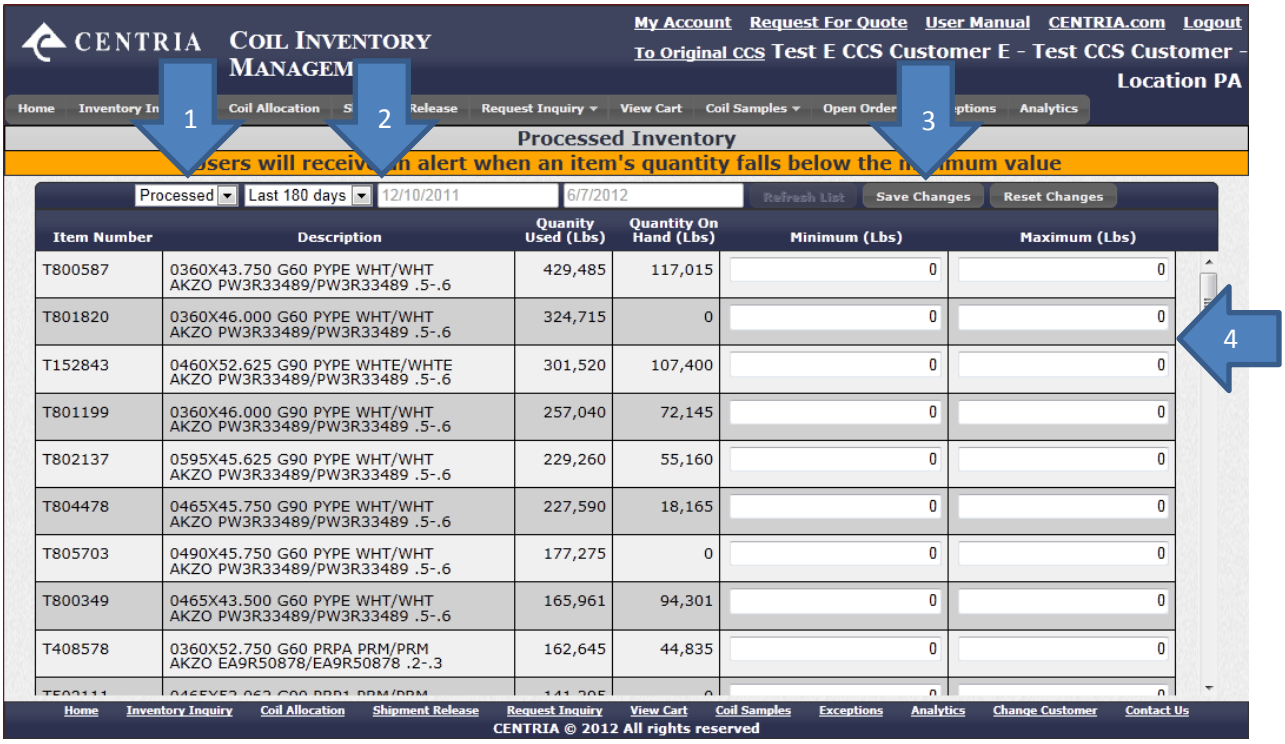
LOCATING THE INVENTORY MIN/MAX SETTINGS

To access the Inventory Min/Max settings click on the My Account link in the Supplemental Navigation Bar.



From the My Account Screen, click the Inventory Min/Max Level link or image:

INVENTORY MIN/MAX



Item Number	Description	Quanity Used (Lbs)	Quantity On Hand (Lbs)	Minimum (Lbs)	Maximum (Lbs)
T800587	0360X43.750 G60 PYPE WHT/WHT AKZO PW3R33489/PW3R33489 .5-.6	429,485	117,015	0	0
T801820	0360X46.000 G60 PYPE WHT/WHT AKZO PW3R33489/PW3R33489 .5-.6	324,715	0	0	0
T152843	0460X52.625 G90 PYPE WHTE/WHTE AKZO PW3R33489/PW3R33489 .5-.6	301,520	107,400	0	0
T801199	0360X46.000 G90 PYPE WHT/WHT AKZO PW3R33489/PW3R33489 .5-.6	257,040	72,145	0	0
T802137	0595X45.625 G90 PYPE WHT/WHT AKZO PW3R33489/PW3R33489 .5-.6	229,260	55,160	0	0
T804478	0465X45.750 G90 PYPE WHT/WHT AKZO PW3R33489/PW3R33489 .5-.6	227,590	18,165	0	0
T805703	0490X45.750 G60 PYPE WHT/WHT AKZO PW3R33489/PW3R33489 .5-.6	177,275	0	0	0
T800349	0465X43.500 G60 PYPE WHT/WHT AKZO PW3R33489/PW3R33489 .5-.6	165,961	94,301	0	0
T408578	0360X52.750 G60 PRPA PRM/PRM AKZO EA9R50878/EA9R50878 .2-.3	162,645	44,835	0	0

Refer to the numbered arrows above to locate the following:

1: Process Toggle: Use this drop down list to switch between processed and unprocessed coils.

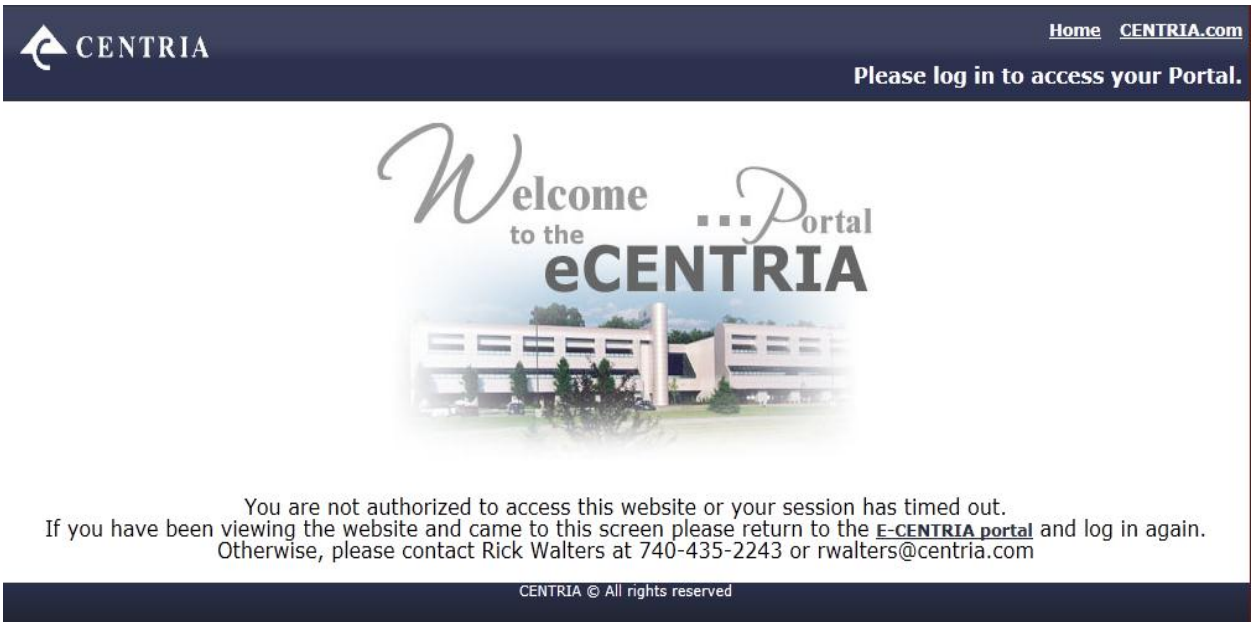
2: Date Range Selector: Use this drop down list to select one of the pre-defined date range options or select Custom dates. If Custom is selected, the date boxes will be enabled so you can enter any date range you like. After entering a date range click the Refresh List button.

3: Save and Reset Buttons: Use the Save button to save changes made to the min/max levels and use the Reset Changes button to undo any changes made since the last save.

4: Inventory Used: All Item #'s used during the date range will appear in this list sorted by the quantity used. The current quantity on hand is also listed.

APPENDIX A: ADDITIONAL SCREEN SHOTS

SESSION TIME OUT SCREEN EXAMPLE



APPENDIX B: GLOSSARY OF TERMS

Active Quantity (Detail Level): For a particular coil (CENTRIA Coil Tag), the quantity (in pounds) that has been allocated for processing or shipping

Active Quantity (Summary Level): By Item#, the total quantity (in pounds) that has been allocated for processing or shipping

CENTRIA Coil Tag / CENTRIA Tag #: CENTRIA assigned LSN (Lot Serial Number)

CENTRIA SO / CENTRIA Sales Order / SO: CENTRIA assigned Sales Order Number

CENTRIA WO / CENTRIA Work Order / WO: CENTRIA assigned Work Order Number

Customer PO: Customer's assigned Purchase Order Number

Date Completed: The date the coil was processed by CENTRIA

Date Received: The date the coil was received at CENTRIA (from the vendor)

Description: Detail information about the material – Gauge/Width/etc.

Good Quantity (Detail Level): For a particular coil (CENTRIA Coil Tag), the quantity (in pounds) of prime material available to process or ship

Good Quantity (Summary Level): By Item #, the total quantity (in pounds) of prime material available to paint or ship

Hold Quantity (Detail Level): For a particular Coil (CENTRIA Coil Tag), the quantity (in pounds) of held material

Hold Quantity (Summary Level): By Item#, the total quantity (in pounds) of held material

Item #: CENTRIA assigned number by gauge and width

Lot Description: The unprocessed coil manufacturer's number and/or the customer PO

MFG Paint Code: The paint vendor's paint code

Reject Number: CENTRIA assigned Reject control number

Reject Quantity (Detail Level): For a particular Coil (CENTRIA Coil Tag), the quantity (in pounds) of rejected material

Reject Quantity (Summary Level): By Item#, the total quantity (in pounds) of rejected material

Request ID: CENTRIA assigned identification number used to identify a Coil Allocation Request, Shipment Release Request, or Reject Disposition Request

Slit Width: The width of the coil after slitting

Vendor Coil ID / Vendor Ticket / Manufacturer Ticket #: The vendor's coil number

Whse / Warehouse / Plant: CENTRIA Warehouse Location

100: Cambridge, OH
300: Ambridge, PA
295: Cambridge, OH
296: Ambridge, PA

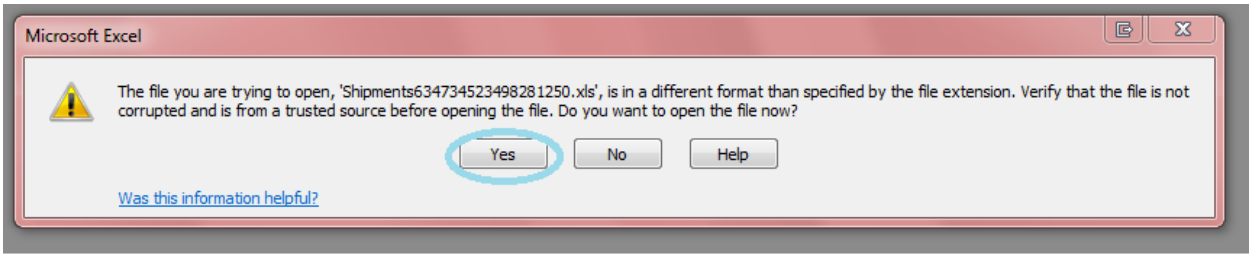
APPENDIX C: DOWNLOADING DOCUMENTS

EXCEL DOCUMENTS

All Excel documents are provided in .xls (Excel 2003) format for compatibility purposes. Specific steps for opening the document depend on the web browser being used. Once the file finishes downloading, typically the user will be presented with three options: Open, Save, and Cancel.

Open will open the document in Microsoft Excel (or the user's primary Spreadsheet application). Save will allow the user to save the document to their computer. Cancel will close the prompt and remove the download from the user's computer.

Some of the Excel files downloaded from the CCS application will present the user with an additional prompt once Excel opens. Click "Yes" in this prompt to open the document.



PDF DOCUMENTS

You will need to have the Adobe Acrobat software installed to view the PDF documents. If Adobe Acrobat is not installed on the user's computer, it can be downloaded and installed by clicking here. You may also need to install the Adobe Reader plugin for the web browser.

Most PDF documents will open in a pop-up window (or new tab depending on your browser settings). If the document does not open check the browser's pop-up blocker. The CCS website might need to be added to the browser's "Allow" list.

Some PDF documents might open with a download prompt. Once the file finishes downloading, typically the user will be presented with three options: Open, Save, and Cancel.

Open will open the document in Microsoft Excel (or the user's primary Spreadsheet application). Save will allow the user to save the document to their computer. Cancel will close the prompt and remove the download from the user's computer.